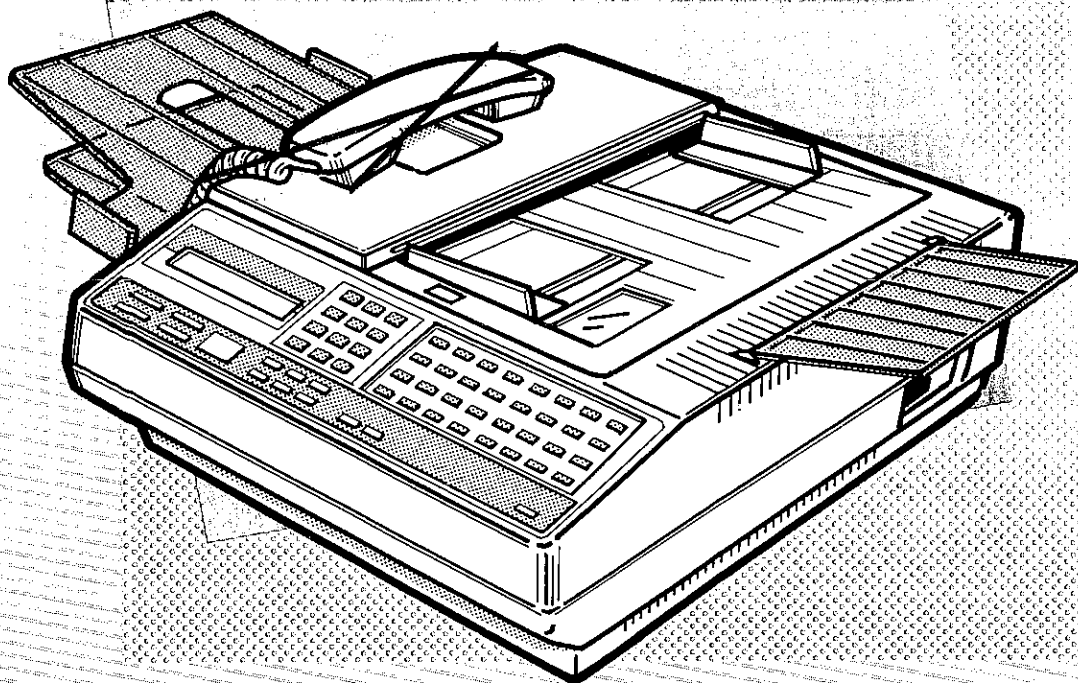


SHARP®

FACSIMILE

MODEL
FO-700

OPERATION MANUAL TENTATIVE (D)



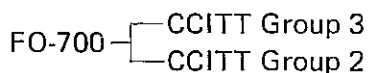
INTRODUCTION

The Sharp FO-700 Facsimile Transceiver is a compact, desktop digital unit. The purpose of this manual is to assist users with the machine's operating procedures. All of the FO-700 features can be easily learned by following the step-by-step procedures given in the following pages. The manual is divided into indexed sections for quick and easy access to information.

If a situation should arise which cannot be resolved through the troubleshooting procedures contained here, please contact your dealer for assistance.

COMPATIBILITY

The FO-700 facsimile machine is compatible with the following facsimile communication modes.



COMMUNICATION WITH CCITT G2/G3 FACSIMILE UNITS

The FO-700 facsimile machine has the capability of automatically communicating with a CCITT Group 2 (3-minute)/Group 3 (Sub-minute) facsimile unit. During communication with a CCITT Group 2 facsimile unit, the talk and polling functions and fine, super fine mode of the FO-700 are disabled.

CONTENTS

	Page
PRECAUTIONS	5
MAJOR COMPONENTS	6
1. External View	6
2. Operation Panel	10
TRANSMITTABLE DOCUMENTS	12
1. Document Sizes	12
2. Transmittable Document Types and Conditions	14
3. Use of Document Carrier	15
MODE KEY SETTING	16
AUTOMATIC CONTRAST CONTROL	17
SETTING THE NUMBER OF DOCUMENTS	18
MESSAGE FUNCTION	19
DEPARTMENT CONTROL FUNCTION	21
TRANSMISSION	22
RECEPTION	23
1. Automatic Receive Mode	23
2. Manual Receive Mode	24
COPY FUNCTION	25
VOICE COMMUNICATION	26
TALK FUNCTION	27
1. Voice Communication before Transmission (When the remote unit is in automatic receive mode)	27
2. Voice Communication During after Operation	29
3. Voice Communication When Facsimile Operation Has Stopped	30
AUTOMATIC DIALING	31
1. Transmission by Rapid Dialing	32
2. Transmission by Speed Dialing	33
3. Transmission by Keypad Dialing	34
4. Reading/Pause	35
5. Transmission to a Secondary Facsimile (Recall)	36
POLLING	37
1. Conditions for Polling	37
2. Polling Security Function	38
3. Polling Reception	39

4. Polling Transmission	40
~~5. Turnaround Polling~~	~~40~~
~~6. Serial Polling~~	~~40~~
~~CONFIDENTIAL FUNCTION~~	~~42~~
~~1. Confidential Function~~	~~42~~
~~2. Procedure for Confidential Transmission~~	~~43~~
~~3. Printout of Confidential Documents~~	~~44~~
RELAY FUNCTION	45
1. Relay Function	45
2. Procedure for Relay Broadcasting	46
3. Programming Relay Tasks	47
GROUP PROGRAMMING	50
1. Procedure for Group Programming	50
2. Clearing Groups	51
TRANSMISSION RESERVATION DURING RECEPTION	52
PROGRAM FUNCTION	57
1. Entry of Programs	57
2. Program Clearing	64
3. Program Operation	64
TIMER TRANSMIT AND TIMER POLLING	65
1. Programming Procedure for Automatic Timer Transmission	65
2. Canceling Preset Time	70
INITIAL PROGRAMMING	71
1. Programming and Clearing Speed Dial Numbers and Rapid Dial Numbers	72
2. Programming and Clearing Polling Permission Numbers	76
3. Polling Security Selection	78
4. Transmit Terminal Identification (TTI)	80
5. Programming Terminal Number	82
6. Date and Time Setting	83
7. Programming and Clearing Department Codes	84
8. Programming and Clearing Confidential Pass Codes	86
TRANSMISSION VERIFICATION STAMP	88
CHARACTER ENTRY	89
SETTING THE USER SWITCHES	90
TRANSACTION REPORT	93

PRINTING REPORTS AND LISTS	97
1. ACTIVITY REPORT	98
2. TIMER COMMUNICATION LIST	100
3. TELEPHONE LIST	101
4. GROUP & PROGRAM LIST	102
5. PASSCODE LIST	103
6. RELAY GROUP LIST	104
7. CONFIDENTIAL RECEPTION LIST	105
8. DEPARTMENT USAGE LIST	106
MAINTENANCE BY OPERATOR	107
1. Replacing the Recording Paper, Cautions	107
2. Available Consumable Parts	109
3. Cleaning	110
4. Writing In Location Names	111
AUDIBLE ALARMS AND ERROR MESSAGES	112
1. Audible Alarms	112
2. Error Messages	113
PAPER JAM	114
1. Recording Paper Jam	114
2. Original Document Jam	115
SPECIFICATIONS	116
TROUBLESHOOTING	118

PRECAUTIONS

1. Pre-Installation

1. Install the machine on a level surface.
2. Keep the machine away from air conditioners, heaters, direct sunlight, humidity, and dust.
3. Provide easy access to the front, back, and sides of the machine.
4. Avoid locations where the transceiver may be splashed by water or chemicals.
5. A modular telephone jack must be located near the machine.
6. A ~~240~~²³⁰ volt AC, 50Hz isolated and grounded (three-prong) outlet is required.
7. In AREA's that experience high incidences of lightning or power surges, a surge protector is recommended for the power and phone lines.

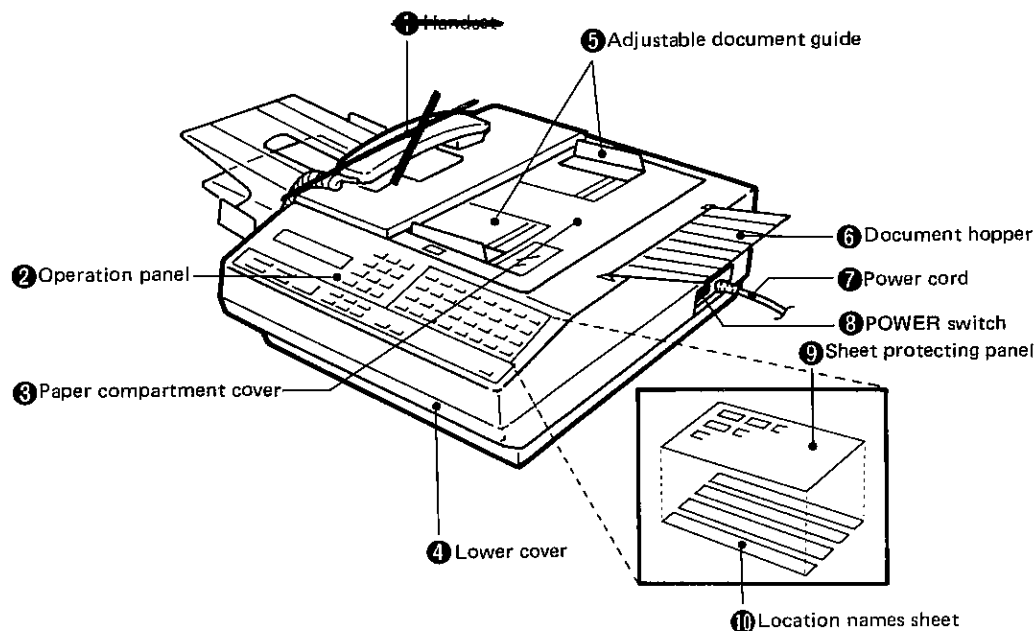
2. Operation

1. Do not open the machine during operation (transmitting, receiving, or copying).
2. Verify that the LCD (display) message is "AUTO-RECEIVE" or "MANU-RECEIVE". This means the machine is ready for facsimile operation.
3. Use only the proper recording paper. Store the paper in a well ventilated, shaded, cool place.
4. Operate the machine according to the operating procedures described in this manual.
5. Remove any paper clips or staples from the documents to be transmitted to prevent damage to the transceiver.
6. Make sure that the documents are completely dry.
7. Thick paper, newsprint, cloth, and other types of similar material should never be used.
8. When documents are copied or received continuously for a long period of time, the recording head overheat protection function becomes active and as a result, the facsimile operation halts. (When the documents are received in G3 mode, your facsimile unit automatically requests voice communication to the transmitting machine.) The facsimile unit will automatically reset after a few moments.

MAJOR COMPONENTS

1. External View

FRONT VIEW



~~① Handset~~

~~Used for ordinary dialing or communication.~~

② Operation panel

Refer to section 2 Operation Panel.

③ Paper compartment cover

Open to replace recording paper, clear paper jams or clean the thermal head.

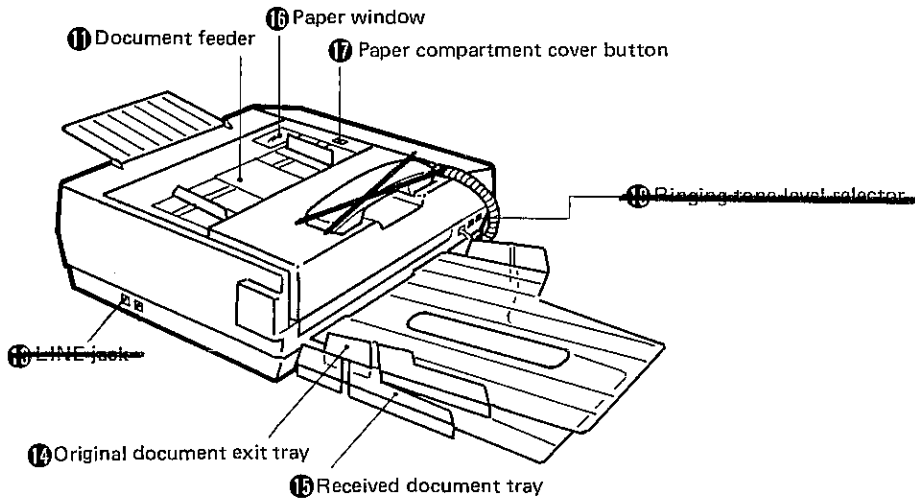
⑤ Adjustable document guide

Set to the width of the document.

⑩ Location Names sheet

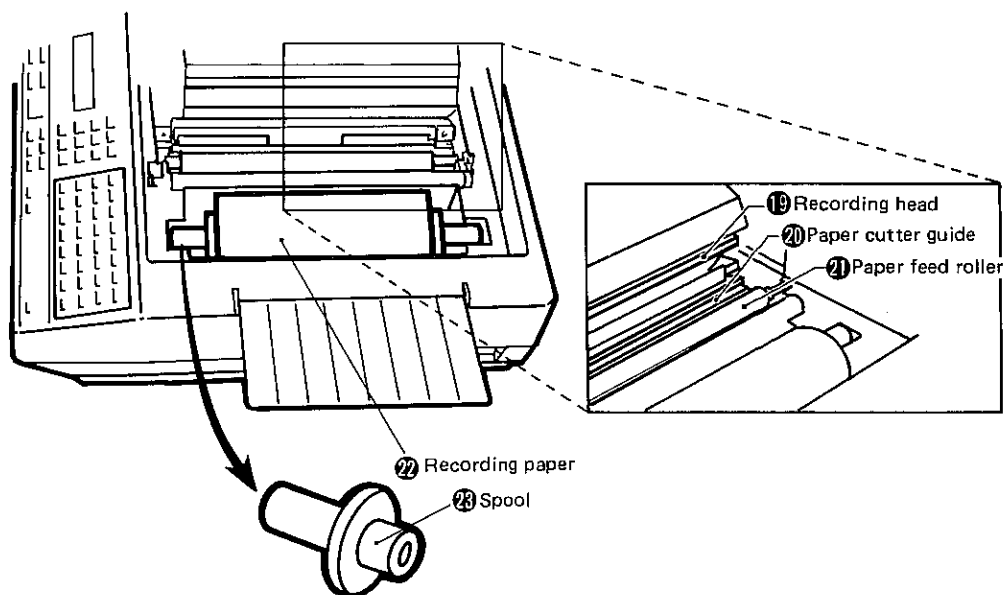
This sheet is used to enter the name of receiver (rapid dial numbers 01 to 32) to whom document is transmitted in the rapid dialing mode.

REAR VIEW



- ~~13 LINE jack~~
~~Used to connect to a telephone line with enclosed connection cord.~~
- 14 Original document exit tray
Original document(s) exit the machine here.
- 15 Received document tray
Recorded document(s) exit the machine here.
- 16 Paper window
Used to check how many sheets of recording paper remain.
- 17 Paper compartment cover button
Push this button to open the paper compartment cover.
- ~~18 Ringing tone level selector~~
~~Used to adjust call volume.~~

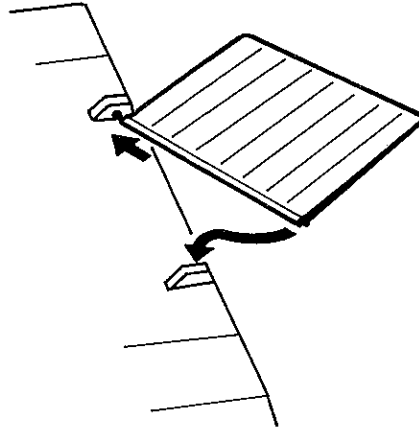
RECORDING PAPER COMPARTMENT



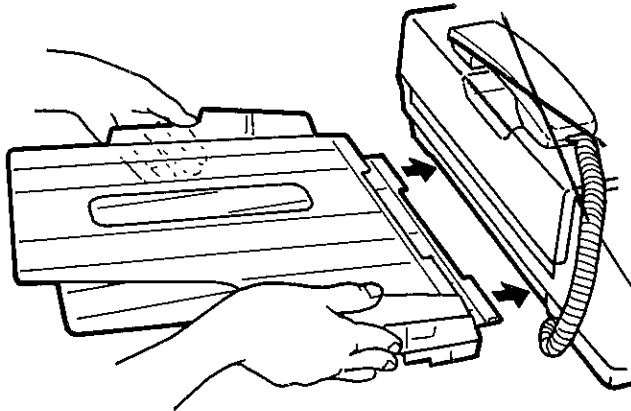
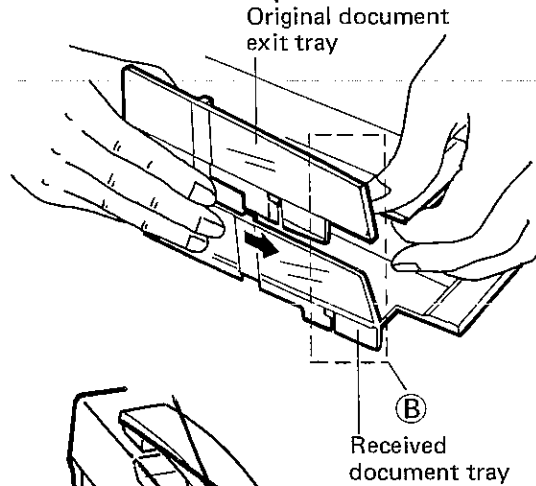
- ①⑨ Recording head
Records received information on the paper.
- ②⑩ Paper cutter guide
Insert the end of the recording paper here.
- ②⑪ Paper feed roller
Feeds out the recording paper.
- ②⑬ Spool
Sets the recording paper in agreement with its size.

HOW TO MOUNT THE DOCUMENT HOPPER, ORIGINAL DOCUMENT EXIT TRAY AND RECEIVED DOCUMENT TRAY

1. Mounting the document hopper ⑥
Slightly bending the center of the document hopper ⑥, and insert the ends into the slots on top of the machine.



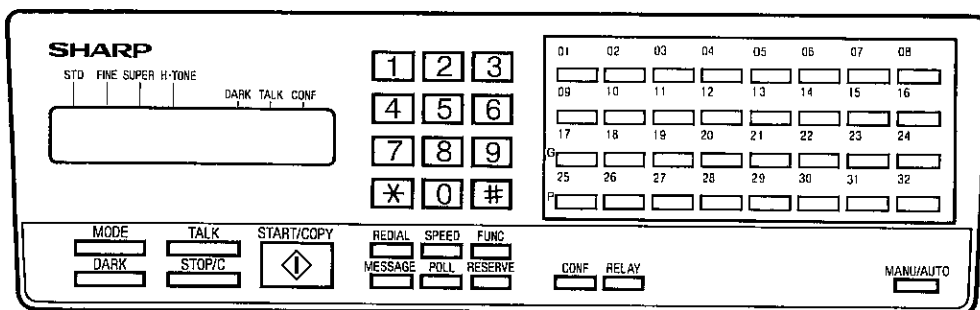
2. Mounting the original document exit tray ⑭ and received document tray ⑮.
Assemble the original document exit tray ⑭ and received document tray ⑮, and insert the end of assembly into the slots on the left side of the machine.



NOTE:

The original document exit tray differs from the received document tray in the shape of part Ⓑ. When assembling, be careful not to misset.

2. Operation Panel



① LCD (Display)

Displays the time, communication mode and operation procedure.

② MODE key

Used to select the mode of transmission or copy. When this key is pressed, "STD", "FINE", "SUPER", and "H-TONE" are successively displayed on the LCD.

"STD", "FINE", "SUPER"

When transmitting ordinary documents, select the "STD" mode. When transmitting documents with small characters select the "FINE" mode. When transmitting documents with thin characters or complicated drawings, select the "SUPER" mode. However, if the remove machine does not have the "SUPER" function, the mode is changed automatically to the "FINE" mode at the start of transmission.

"H-TONE" (Half tone)

When transmitting documents with photographs, or illustrations, select the "H-TONE" mode.

③ DARK key

Used to adjust manually the contrast. When transmitting light documents, pressing the DARK key. Overrides the automatic adjustment to insure that documents are transmitted with proper contrast. "DARK" key is not pressed, the contrast is adjusted automatically.

④ TALK key

If you want to establish voice communication during transmission or during reception, press this key.

⑤ STOP/C key

Used to terminate a transmission, reception or copy operation. (When this key is pressed during transmission or reception in G3 mode, the machine automatically enters the talk mode.)

During entry mode, this works as the clear key (for example, to abort programming, clearing or reservation of numbers, or to clear mis-entry of number or characters press this key.)

⑥ START/COPY key

This key has the following 4 functions. The machine determines the function based on the state of current operation.

- (1) Press this key to start transmission.
- (2) Press this key to receive documents in the manual receive mode.
- (3) Press this key to copy documents.
- (4) In the initial registration mode this key works as the setting or programming key.

⑦ Numeric keys (0 to 9, *, #)

These keys are used to dial a facsimile telephone number or to program machine operations.

However, it must be noted here that the [*] key and [#] do not function if your telephone line uses rotary dialing.

⑧ REDIAL key

This key has the following two functions.

- (1) In the standby mode this key works as the redial key.
- (2) When programming or during keypad dialling the key works as the pause key (to provide a dialing interval).

⑨ MESSAGE key

This key is used to print out an message on the receiver's recording paper.

⑩ SPEED key

This key is used for transmission by speed dialing or for programming.

⑪ POLL key

This key is used for polling.

⑫ FUNC key

This key is used to select settings (initial setting, timer setting, user switch setting, setting of number of documents, multiple polling, etc.)

(FUNC [3] can be used only in the case when the transmission verification stamp is installed.)

⑬ RESERVE key

This key is used to set the machine up for transmission during reception.

⑭ Rapid keys

These keys are used for rapid dialing transmission (01 to 32).

The keys G1 to G8 (17 to 24) can be used for group registration, whereas the keys P1 to P8 (25 to 32) can be used for program registration.

However, you can not use the rapid keys to for a rapid dial number if these keys have been used for groups or programs.

⑮ CONF key

This key is used for confidential transmission.

⑯ RELAY key

This key is used for relay transmission.

⑰ MANU/AUTO key

This key is used to change the receive mode.

TRANSMITTABLE DOCUMENTS

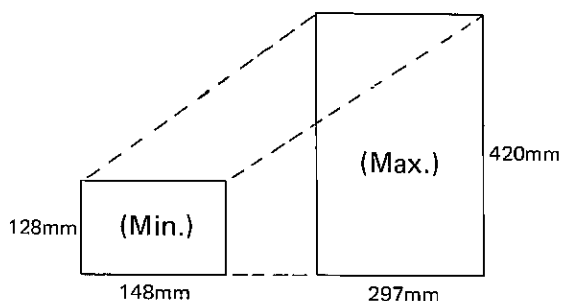
1. Document Sizes

SIZE

- Automatic feed

Minimum 148 (W) x 128 (L) mm

Maximum 297 (W) x 420 (L) mm

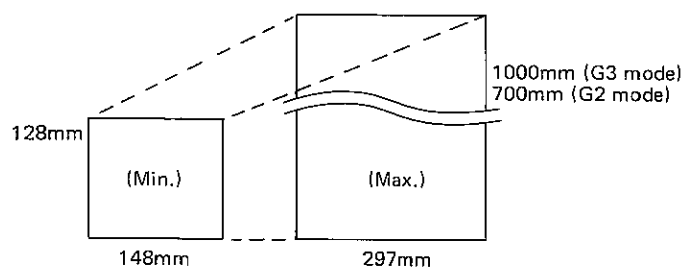


- Manual feed

Minimum 148 (W) x 128 (L) mm

Maximum 297 (W) x 1000 (L) mm ... G3 mode

297 (W) x 700 (L) mm ... G2 mode



PAPER WEIGHT (thickness)

	Weight	Thickness
Automatic feed	52g/m ² to 104g/m ²	0.06mm to 0.12mm
Manual feed	52g/m ² to 157g/m ²	0.06mm to 0.20mm

AUTOMATIC DOCUMENT FEEDER CAPACITY

Automatic feed: 30 sheets max.
Manual feed: Single sheet only

The number of sheets that can be set in the automatic document feeder at one time is as follows.

- Letter size or A4 size sheets — 30 max.
- Up to ledger or A3 size sheets — 15 max.
- Sheets longer than 420mm — 1 sheet only*

***NOTE:**
If a document is very long it may be necessary to assist feeding and prevent skewing by lightly holding its top corners.

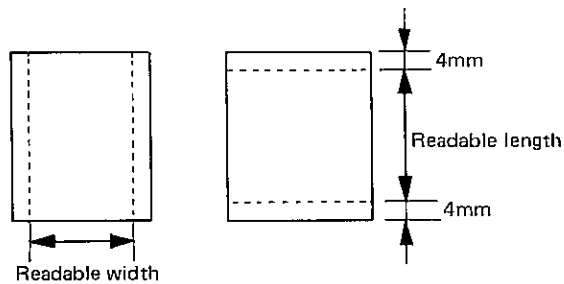
READABLE WIDTH AND LENGTH

The readable width and length of a document are smaller than the document size. Note that characters or graphics outside the effective document scanning range cannot be read.

• **Readable width**

Document width	Readable width
A4	G3 mode 210mm max. G2 mode 205mm max.
B4 (in automatic reduction mode)	256mm max.
A3 (in automatic reduction mode)	296mm max.

• **Readable length**



AUTOMATIC REDUCTION FUNCTION

When transmitting document(s) wider than 257mm, the FO-700 automatically detects the document size and the image information is reduced for transmission to the receiving machine.

Transmitting document width	Readable width	Reduced size
B4	256mm	216mm*
A3	296mm	216mm*
		257mm*

* Depending on the recording paper width of the receiving machine.

NOTE:

1. When using the automatic reduction mode, pay attention to the size of characters on your document. If a document with small characters is transmitted in this mode, readability is degraded on the reduced copy obtained at the receiving side.
2. The automatic reduction function is disabled when the recording width of the receiving machine is greater than or equal to the width of your document.

2. Transmittable Document Types and Conditions

DOCUMENT TYPES

- Normal paper
Documents handwritten by pencil (No. 2 lead or softer), fountain pen, ballpoint pen, or felt-tipped pen can be transmitted. Documents of normal contrast duplicated by a copying machine can also be transmitted.
- Diazo copy (blueprint)
Diazo copy documents of a normal contrast may be transmitted.
- Carbon copy
A carbon copy may be transmitted if its contrast is normal.

CAUTIONS ON TRANSMITTING DOCUMENTS

- Documents written in yellow, yellow green, or light blue ink cannot be transmitted.
- Ink, glue, and correcting fluid on documents must be dry before the documents are transmitted.
- All clips, staples, and pins must be removed from a document before transmission.

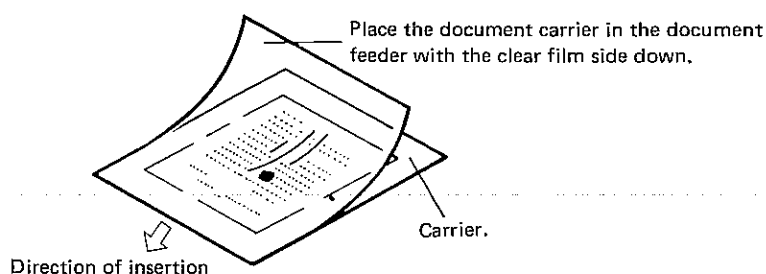
3. Use of Document Carrier

A document carrier must be used for any of these documents.

- Those with tears
- Those smaller than 148mm (W) x 128mm (L)
- Carbon-backed documents

To transmit a carbon-backed document, insert a white sheet of paper between the carbon back of the document and the document carrier.

- Those containing an easily separable writing material (e.g., tracing paper written on with a soft, heavy lead pencil).



NOTE:

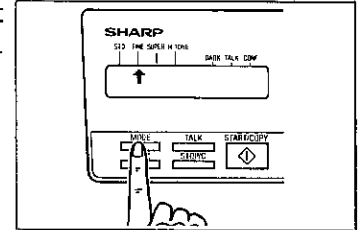
1. When using the document carrier, carefully read the instructions written on its back.
2. If the document carrier is dirty, clean it with a soft, moist cloth, and then dry it before using it for transmission.
3. Do not set two or more document carriers in the document feeder at once.

MODE KEY SETTING

When transmitting or copying the documents, select the mode for your documents by pressing the MODE key.

MODE KEY SETTING

Place the documents in the document feeder, and select the proper mode by pressing the MODE key as necessary (STD, FINE, SUPER, H-TONE).



Standard, Fine, Super Fine

When transmitting ordinary documents, select the STD mode. When transmitting documents with detailed drawings or small characters, select the FINE mode. When transmitting documents with thin characters or complicated drawings, select the SUPER mode.

The vertical resolution in FINE mode is twice as high as in STD mode. The vertical resolution in SUPER mode is 4 times as high as in STD mode.

Half-Tone

When transmitting documents with photographs or illustrations, select the H-TONE mode.

NOTE:

If you change the mode during multi-page transmission, the mode change is effective on the next page (sheet) of the document.

If you do not use the MODE key when transmitting documents, your machine is set automatically to STD mode. (FINE mode can be selected automatically by setting the user switches.)

Transmission in SUPER mode is possible in the G3 mode provided that your machine and the remote facsimile unit have the super fine function. If the remote machine has no super fine mode, the mode automatically changes to FINE mode.

If the remote machine is G2 type, the mode changes automatically to STD mode at the start of transmission even when you select FINE, SUPER or H-TONE.

AUTOMATIC CONTRAST CONTROL

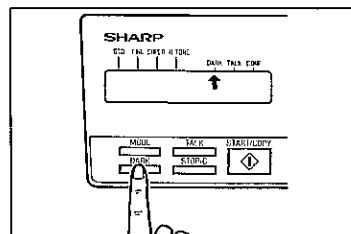
17

The FO-700 is provided with an automatic contrast control function, therefore, no adjustment is required for light or dark documents. The machine automatically adjusts contrast, ensuring the best possible image transmission. There is no need to set the contrast before transmitting your documents.

When transmitting very light documents, it is possible to adjust the contrast manually.

MANUAL CONTRAST ADJUSTMENT

Press the DARK key. An arrow mark appears on the display. (To reset to automatic contrast control, press the DARK key.) again.



NOTE:

If the DARK key is not pressed, the automatic contrast control mode is used.

SETTING THE NUMBER OF DOCUMENTS

This function is used to check that the number of transmitted documents coincides with a previously set (entered) number of documents. This function allows you to check whether all the documents have been transmitted. The real number of documents and the set number of documents are printed out on the receiver's recording paper (for example, [p. 02/05]). This allows the receiver to check for missing pages.

SETTING PROCEDURE

Step	Operation	Description
1	Place the documents.	Standby mode
2	FUNC	Press the FUNC key.
3	*	Select the document number setting mode.
4	0 5 (An example)	Enter the number (2-digit) of documents to be transmitted (01 to 99) by using the numeric keys.
		End of setting
		NOTE: To correct the entered number, redo the registration (from Step 2).

NOTE:

If you fail to make a transmission operation within one minute after a setting the number of documents, the operation you have done is cleared.

If the documents are taken out of the document feeder before you enter the second digit, the operation you have done is cleared, and the machine enters the standby mode.

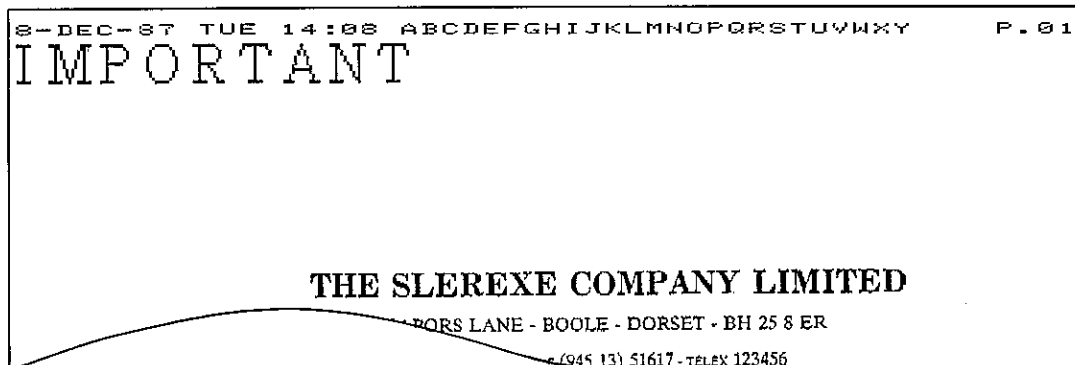
To cancel document number setting, press the STOP/C key. At this time a entered message number is also cleared. (Page 19)

If the set number of documents does not coincide with the real number of documents, the alarm sounds (three times), and a message "PAGE COUNT ERROR" is displayed on the LCD. The transaction report is printed out automatically.

MESSAGE FUNCTION

This function is used to print a message on the receiver's printing paper (first page).
Set the MESSAGE function before transmitting the documents.

PRINT EXAMPLE



MESSAGE ENTRY PROCEDURE

Step	Operation	Description
		Standby mode
1	Place the documents.	
2	MESSAGE	Press the MESSAGE key.
3	# (An example)	Select a message by using the * key or # key.
4	START/COPY	Press the START/COPY key.
		End of message entry setting

NOTE:

If the document is removed from the document feeder before the START/COPY key is pressed, all the operations you have done are cleared, and the machine is set to the standby mode.

To quit the message entry setting, press the STOP/C key. At this time the number of documents to be transmitted is also cleared.

AVAILABLE MESSAGES

The following five messages are available.

No. 1 CONFIDENTIAL

No. 2 PLEASE DISTRIBUTE

No. 3 URGENT

No. 4 PLEASE CALL

No. 5 IMPORTANT

DEPARTMENT CONTROL FUNCTION

21

This function is used to track the number of documents to be transmitted and the transmission time for each departments (or persons).

However, in the department control mode document transmission and voice communication are impossible. If document transmission or voice communication is required, you have to enter a department access and to return to standby mode.

DEPARTMENT CONTROL ACCESS PROCEDURE

Step	Operation	Description
1	1 2 3 4 (An example)	Controlled access mode Enter a department access code (4-digit) by using the numeric keys. The machine goes to the standby mode. Transmission are now possible.

NOTE:

To use the department control function, please ask your Dealer's service department set the machine for controlled access.

If you fail to make an operation within one minute after accessing the machine, the machine returns automatically to controlled access.

The department Code registration procedure is described in the section "Programming and Clearing of department Codes", p. 84.

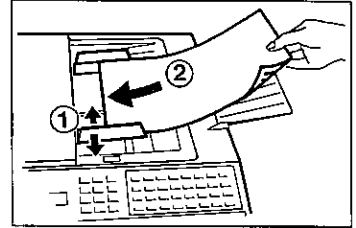
In the access control mode automatic reception is possible. Voice communication is not impossible. Untill a department access code has been entered.

TRANSMISSION

Transmitting Procedure

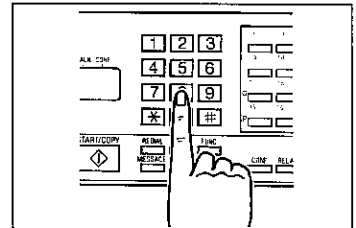
Your document(s) is transmitted to a remote facsimile unit using the following procedure. Set the POWER switch ⑧ to ON.

- [1] Adjust the document guide ⑤ to the proper width, and place the document(s) face down in the document feeder. (Up to 30 sheets can be stacked at one time.)



- [2] (Set the number of documents.)

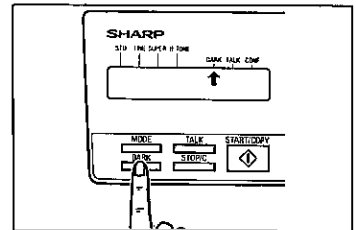
- Enter the number of documents and message No. if necessary. (see page 18 and 19)



- [3] Select the mode

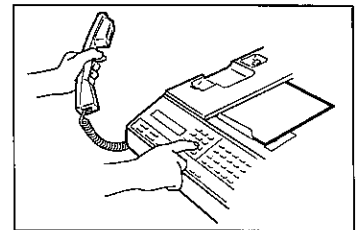
- Select the proper mode setting for your document(s); Standard, Fine, Super Fine, or Half Tone.

(To transmit the document with dark tone in the manual mode, press the DARK key.)

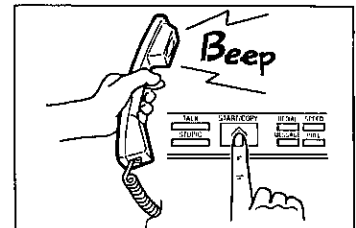


- [4] Dial the receiving machine.

Pick up the handset ①, and dial the receiving machine, using the numeric keys on the operation panel.



- [5] Wait for the facsimile answerback tone, then press the START/COPY key.



- [6] End of transmission

RECEPTION

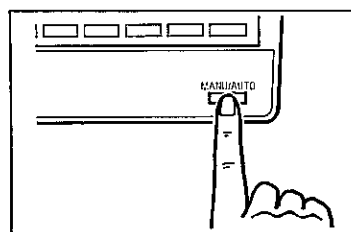
1. Automatic Receive Mode

In this mode your facsimile unit operates without operator intervention.

- [1] Check that "AUTO" is displayed on the LCD.

Without placing any document check that the message shown on the right is displayed. If "MANU" is displayed, press the "MANU/AUTO" key.

24-NOV MON 12:20
AUTO-RECEIVE



- [2] The automatic receive mode has been selected.

Operation starts automatically upon receipt of an incoming call. "FAX CONNECTING" is displayed.

FAX CONNECTING



↑
RECEPTION PAGES=41



- [3] End of receipt
The machine returns to the standby mode.

24-NOV MON 12:39
AUTO-RECEIVE

NOTE:

In automatic receive mode there is no need to pick up the handset ① upon receipt of an incoming call.

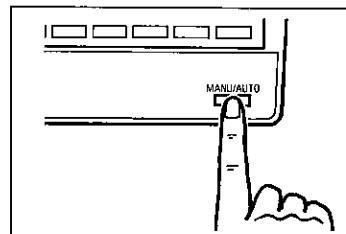
In automatic receive mode any incoming calls will be answered automatically by a series of tones. For this reason you may wish to advise customers not to call your facsimile number unless they wish to make a facsimile transmission.

2. Manual Receive Mode

In the manual receive mode your telephone handset can be used for ordinary telephone calls.

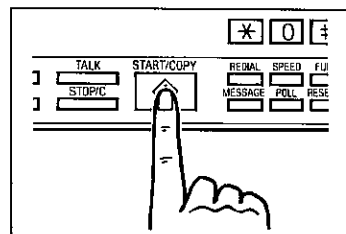
- [1] Check "MANUAL" is displayed on the LCD. Without placing any document, check that the message shown on the right is displayed. If "AUTO" is displayed, press the MANU/AUTO key.

24-NOV MON 12:39
MANUAL-RECEIVE



- [2] Pick up the handset ❶ when the telephone rings. You can now speak to the person on the other end of the line.

- [3] Press the START/COPY key. If "FAX CONNECTING" is displayed on the LCD, hang up the handset ❷.



- [4] End of reception
The machine returns to the standby mode.

FAX CONNECTING

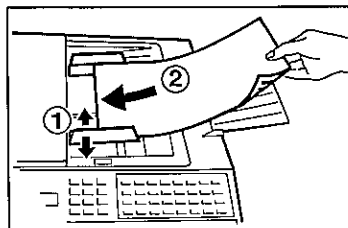
24-NOV MON 12:39
MANUAL-RECEIVE

COPY FUNCTION

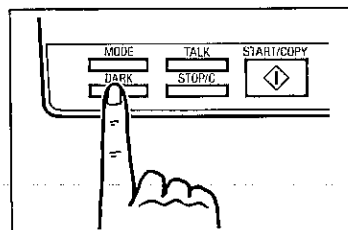
COPYING PROCEDURE

The FO-700 can make a sample copy of documents you may wish to transmit. This feature allows you to check how the copy would look at a receiving machine.

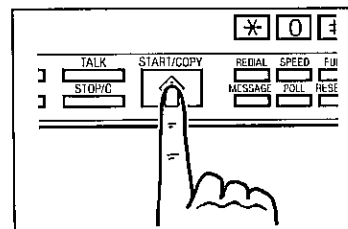
- [1] Adjust the document guide ⑤, and place the document(s) face down in the document feeder.



- [2] Select the mode.
Set Standard, Fine, Super Fine or Half Tone for your documents.
(Press the DARK key if necessary.)



- [3] Press the START/COPY key.
The machine starts to copy.



- [4] End of copy
On completion of copying the tone sounds for 3 seconds, and the machine then returns to the standby mode.

NOTE:

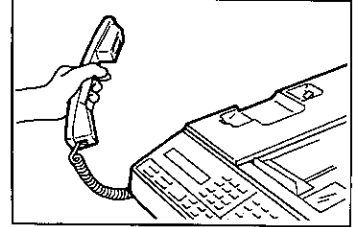
During copy operation the machine is in the manual receive mode. If you receive a transmission request from a remote machine during this time, first make voice communication by picking up the handset ①. You can begin facsimile reception once the copying operation is complete.

Unless the mode is selected, the machine is automatically set to FINE mode when making copies.

VOICE COMMUNICATION

This machine can be used for voice communication by dialing after picking up the handset ❶.

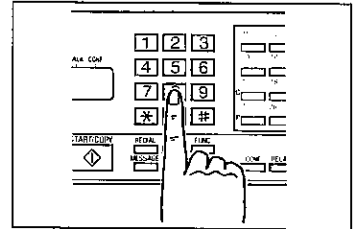
- [1] Pick up the handset ❶.



- [2] Dial the remote telephone number.

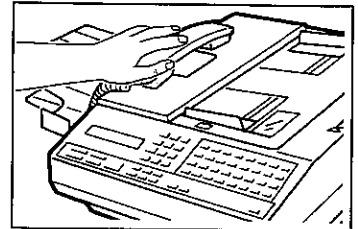
(It is possible to use rapid dial numbers, speed dialing numbers and redial.)

- Press the rapid dialing keys.
- Press **SPEED** **0** **1** (an example).
- Press the **REDIAL** key.



- [3] Communicate with the person on the remote side.

- [4] After completion of voice communication hang up the handset ❷.



NOTE:

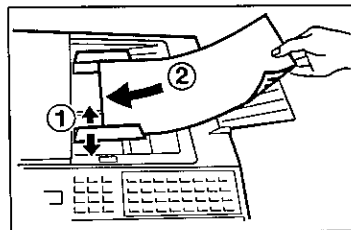
When the machine power switch ❸ is turned off, the machine can not be used for all functions including voice communication.

TALK FUNCTION

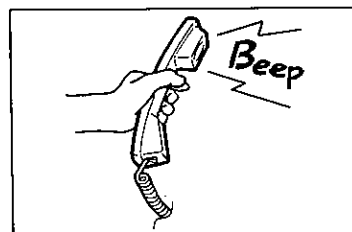
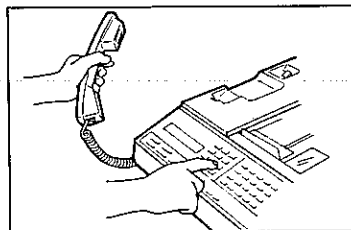
The talk function allows you to talk to the operator of a remote machine. The talk function can be initiated from either the transmitting or receiving side. This function is available in G3 mode only (only with a G3 remote unit).

1. Voice Communication before Transmission (When the remote unit is in automatic receive mode)

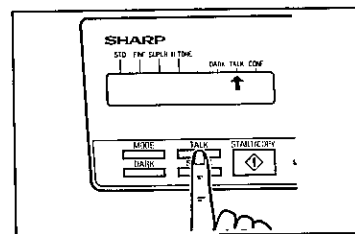
- [1] Adjust the document guide ⑤, and place the document(s) face down.



- [2] Pick up the handset ①, dial the remote facsimile telephone number, and wait for the remote facsimile answerback tone.



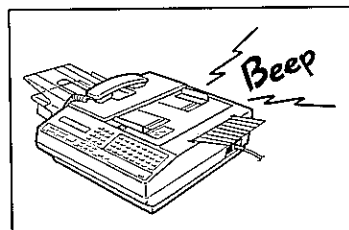
- [3] Press the TALK key.



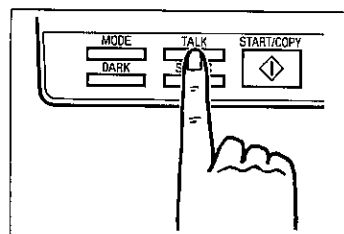
- [4] —Now at the remote unit—

1. A tone sounds, prompting to talk.
2. They then pick up their handset, and press their TALK key.

NOTE: If the person at the remote unit does not answer the call within a predetermined period of time, the talk mode is automatically canceled, and the machine returns to the standby mode.



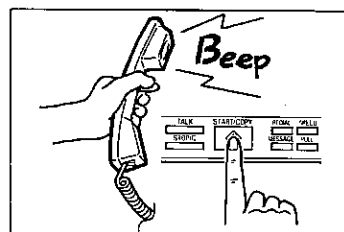
- [5] Press the TALK key again.
You can talk with the person at the remote unit.



- [6] End of voice communication
After completion of voice communication ask the receiving side to press their START key.

- [7] Select the mode.

- [8] Wait for the answerback tone, and then press the START/COPY key.
When the answerback tone is heard, press the START/COPY key and hang up the handset.
After completion of FAX COMMUNICATION the machine returns to the standby mode.



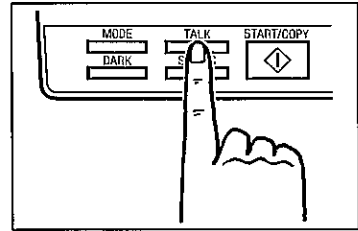
NOTE:

It is possible to use redialing, speed dialing and keypad dialing. For the talk mode.

2. Voice Communication During after Operation

- [1] Press the TALK key during a transmission or reception operation.

An arrow mark appears on the LCD.



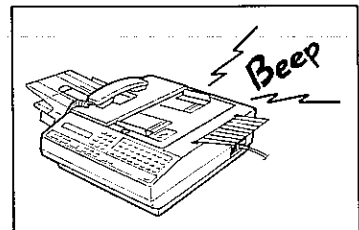
- [2] When a page is completed, the unit enters talk mode.

Now at the remote unit

1. A tone sounds.
2. They then pick up their handset, and press their TALK key.

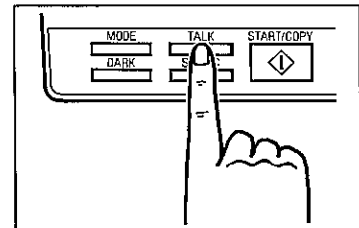
- [3] Wait for the answerback tone.

If the person at the remote unit performs the voice communication operation, an intermittent tone will sound on your machine.



- [4] Pick up the handset ❶, and press the TALK key again.

Voice communication can be started.



- [5] After completion of voice communication hang up the handset ❶.

The machine returns to the standby mode.

NOTE:

If a person on the remote side does not answer the call within a predetermined period of time, the talk mode is automatically canceled.

3. Voice Communication When Facsimile Operation Has Stopped

In any of the following cases the transmission/reception operation stops automatically, and the machine is automatically enters the talk mode.

- When transmission/reception is stopped by pressing the STOP/C key.
- When the document(s) you attempted to transmit is longer than the specified length (MAX 1000mm).
- When the recording paper runs out (during reception).
- When the recording head overheats (during reception).

[1] Operation stop

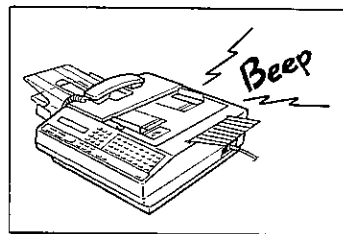
An arrow mark (↑) appears on the LCD (under TALK).

—Now at the remote unit —

1. A tone sounds.
2. They then pick up their handset, and press their TALK key.

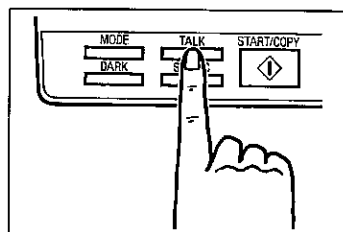
[2] The tone sounds.

If the person at the remote unit performs voice communication operation, an intermittent tone will sound on your unit.



[3] Pick up the handset ❶, and press the TALK key.

Talk with the person at the remote unit to check how many pages have been transmitted or to reveal the cause of failure.



[4] Trouble check/Operation restoration

Check the original document(s), recording papers, and paper compartment cover ❸, and make any necessary changes. The START key must be pressed at first at the receiving side and then at the transmitting side to restart the transmission/reception.

- To stop transmission/reception, hang up the handset ❶.

NOTE:

If no trouble is found when receiving, the record head overheat protector may be in operation. If this happens, turn off the machine, and try again in 15 minutes.

AUTOMATIC DIALING

The automatic dialing function allows you to dial the remote facsimile telephone by panel operation without using the handset ❶. (Refer to PROGRAMMING AND CLEARING RAPID DIAL NUMBERS AND SPEED DIAL NUMBERS, p. 72.)

The automatic dialing function allows the following modes.

- **Rapid dialing**
Document(s) can be automatically transmitted to any facsimile unit by using the rapid dial numbers 01 to 32.
- **Speed dialing**
Previously programmed telephone number can be called automatically by merely entering a two-digit registration number from 00 to 99.
- **Keypad dialing**
Numbers not programmed numbers can be called without using the handset ❶.
- **Last number redialing**
Your facsimile unit stores the last telephone number dialed or auto-dialed repeated transmission to the same location can be accomplished by using this mode.
- **Transmission to a secondary facsimile unit**
In the rapid dialing mode (using the rapid keys 01 to 32), when a remote unit is busy, transmission can be made automatically to a secondary facsimile unit, provided that the secondary facsimile unit telephone number has been programmed in your machine. If the secondary facsimile unit is also busy, your machine calls the first unit again.
- **Recalling**
If your machine cannot reach the remote unit in the automatic dialing mode (when the remote machine is busy), your machine attempts the call 2 times at five minute intervals of 5 minutes.

NOTE:

Ordinary voice communication (talk) is possible in the automatic dialing mode by using the handset ❶, provided that the telephone number (not used for a facsimile unit) has been programmed as a rapid dial number or a speed dial number.

1. Transmission by Rapid Dialing

By pressing the corresponding rapid key (01 to 32) documents are automatically transmitted to the assigned remote unit.

(Programming procedure is described in p. 72.)

PROCEDURE

Step	Operation	Description
1	Place the documents.	Standby mode
(1)	Press the MODE key and DARK key as necessary.	Enter the number of documents, and enter message as necessary (refer to p. 18-19).
2	01 (An example)	Press the rapid key (01 to 32). (At this time do not pick up the handset ①). Check the display to see if the proper remote location name is displayed. Transmission End of transmission

NOTE:

When you use the rapid key to transmit documents, do not pick up the handset ①.

The rapid keys can be used for talk reservation (voice communication before transmission) and polling in addition to transmission. In this case perform the operation of steps 1 and 2 after picking up the handset ①. Then press the TALK key or POLL key.

2. Transmission by Speed Dialing

The telephone numbers can be entered for speed dialing. These locations can be called by merely entering a two-digit number from 00 to 99.

(The programming procedure is described in p. 72.)

PROCEDURE

Step	Operation	Description
1	Place the documents.	Standby mode
(1)	Press the MODE key and DARK key as necessary.	Enter the number of documents and message as necessary. (Refer to p. 18-19.)
2	SPEED	Press the SPEED key.
3	0 1 (An example)	Enter a speed dial number (2-digit) by using the numeric keys. (Do not pick up the handset ①.)
4	START/COPY	Check the display to determine if the proper remote station name is displayed. Press the START/COPY key. Transmission End of transmission

NOTE:

When you use speed dialing to transmit documents, it is not necessary to pick up the handset ①.

The speed dialing can be used for talk reservation (voice communication before transmission) and polling in addition to transmission. In this case press the TALK key or POLL key in place of START/COPY key (Step 4).

3. Transmission by Keypad Dialing

Telephone numbers not programmed into the machine can be dialed by keypad operation without using the handset ❶.

PROCEDURE

Step	Operation	Description
1	Place the documents.	Standby mode
(1)	Press the MODE key and DARK key as necessary.	Enter the number of documents and message as necessary. (Refer to p. 18-19.)
2	0 1 2 3 4 5 6 7 8 9 (An example)	. Enter the telephone number of the receiving unit, using the numeric keys (max. 30 digits). . Check the telephone number on the display.
3	START/COPY	Press the START/COPY key. Transmission End of transmission

NOTE:

When you use the keypad dialing to transmit documents, it is not necessary to pick up the handset ❶.

Keypad dialing can be used for talk reservation (voice communication before transmission) and polling in addition to transmission. In this case press the TALK key or POLL key in place of START/COPY key (Step 3).

4. Redialing/Pause

When the REDIAL key is pressed in the standby mode, the number dialed last (auto-dialed number or number dialed by using the handset ❶) is automatically dialed.

If you press this key while entering the telephone number of a remote facsimile unit to program the rapid dial number, speed dial number, to program operations or to program for transmission reservation during reception or while doing keypad dialing, it works as a pause key (to provide dialing intervals).

PROCEDURE

Step	Operation	Description
1	Place the documents.	Standby mode
2	Press the MODE key and DARK key as necessary.	Enter the number of documents and message No. as necessary.
3	REDIAL	Press the REDIAL key. Check the display to verify the number.
4	START/COPY	Press the START/COPY key. Start of transmission

NOTE:

When you use the redialing to transmit documents, it is not necessary to pick up the handset ❶.

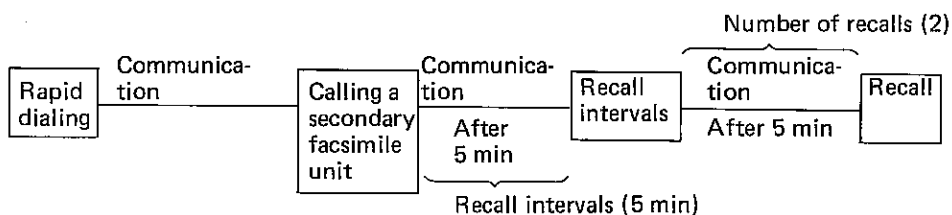
The redialing can be used for talk reservation (voice communication before transmission) and polling in addition to transmission. In this case press the TALK key or POLL key in place of START/COPY key (Step 4).

After serial polling redialing is not possible.

5. Transmission to a Secondary Facsimile (Recall)

In the rapid dialing mode, if a remote unit is busy, transmission can be made automatically to a secondary facsimile unit, provided that the secondary facsimile unit telephone number has been registered in your machine (transmission to a secondary machine).

If the secondary facsimile unit is also busy, your machine calls the first unit 2 times with regular intervals of 5 minutes (recall).



NOTE:

If redialing is made after talk reservation, polling, multiple polling, confidential transmission, relay broadcasting or rapid dialing, calling a secondary facsimile unit is not possible.

The speed dialing, keypad dialing and redialing do not have a function to transmit to a secondary facsimile unit. (2 recalls to the first number are still made.)

POLLING

1. Conditions for Polling

With the polling function one facsimile unit is able to activate a remote facsimile unit so that documents can be sent from the remote unit without an operator being on hand. This function covers the following operations.

- Polling transmission

Documents are transmitted from your facsimile by operation on the remote facsimile unit, without any operation on your facsimile. (However, your machine must be in the automatic receive mode.)

- Polling reception

Documents are transmitted from the remote facsimile by your operation (polling.)

This function covers timer polling, serial polling, and timer serial polling.

- Turnaround polling

This function permits the receiving machine to automatically transmit documents back to the transmitting machine after completion of the polling operation, without a new telephone call having to be made.

However, this function may not be possible depending on the capabilities of the remote machine. When documents are sent in polling mode, the FINE mode is used.

2. Polling Security Function

To prevent an unauthorized polling attempt, the FO-700 is provided with a security function (to prohibit transmission to unassigned remote facsimiles). Communication can be enabled only when previously registered Polling permission number of both the sending and receiving units match up. These numbers are checked automatically.

Available are the following two security functions. If one of the conditions is satisfied, communication is possible.

- **TI function (Terminal Identification)**

If the sender's phone number of the polling receiver has been registered in the polling permission number list of the sending facsimile unit, communication is possible.

NOTE:

Unless the numbers match up or the facsimile has TI functions, polling is impossible. It is possible to disable the polling security function. In this case facsimile transmission or reception is no longer blocked. (Refer to Polling Security Selection, p. 78.)

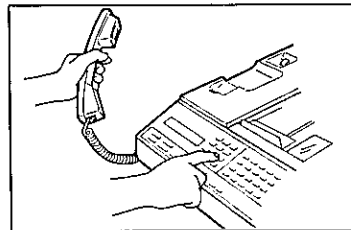
3. Polling Reception

This function is used to receive documents from a remote facsimile unit.

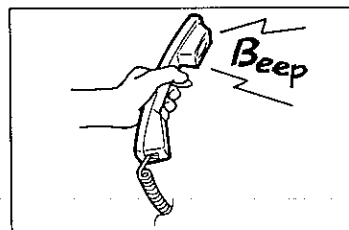
1 Call the remote unit.

Pick up the handset, and dial the remote unit.
(It is possible to use rapid dialing, speed dialing and redialing.)

- Press the rapid key, or
- Press **SPEED** **0** **1** (an example), or
- Press the **REDIAL** key.

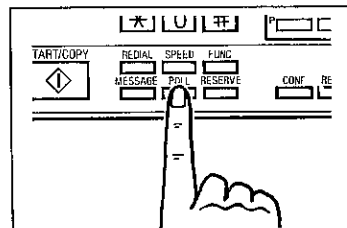


2 Wait for the facsimile unit's answerback tone.



3 Press the POLL key.

When "POLLING MODE" is displayed on the LCD, hang up the handset **1**.



4 Reception

When the machine is set to the polling mode, the FINE mode is used.

5 Completion of reception

After completion of reception the machine enters the standby mode.

NOTE:

When turnaround polling is to be used, set the documents in the feeder before you dial the remote facsimile telephone number. (Refer to 5. Turnaround Polling, p. 40.)

There may be cases where reception is disabled depending on TI function provided in the remote machine.

When the polling reception is to be performed by using automatic dialing, pick up the handset **1**, and dial.

4. Polling Transmission

This function is used to automatically transmit documents from your machine by the operator of a remote machine.

To use this function, documents must be set in advance and the machine must be set to auto receive mode.

5. Turnaround Polling

This function permits the receiving machine to automatically transmit documents back to the transmitting machine after completion of the polling operation, without a new telephone call having to be made (turnaround polling). However, this feature may not be possible if the remote machine does not have the turnaround function.

6. Serial Polling

This function is used to receive documents by consecutively calling up to 132 remote facsimile telephone numbers that have been programmed by using the rapid keys, speed dial number and group number. This makes it possible to automatically receive documents from two or more remote machines. To use this function, it is necessary to program the remote facsimile telephone numbers by using the rapid key, speed dial number and group number in advance. (Refer to Programming and Clearing of Speed Dial Numbers and Rapid Dial Numbers, p. 72, and GROUP PROGRAMMING, p. 50.)

PROCEDURE FOR SERIAL POLLING

Step	Operation	Description
1	FUNC	Standby mode Press the FUNC key.
2	#	Press the [#] key.
3	 01 24 (An example)	Press the rapid key or the rapid key for a group.
4	SPEED 0 1 0 2 (An example)	Enter a speed dial number.
5	POLL	Press the POLL key.

NOTE:

It is possible to poll consecutively up to 132 remote facsimile telephone numbers by combining the rapid keys, speed dial numbers and group numbers.

When the number of a remote facsimile is entered, the letters D (rapid key), G (group key), S (speed dial number) are also displayed.

(group key)
(rapid key) (speed dial number)

REMOTE NBR=D01 G03 S01
NEXT NBR OR PRESS POLL

CONFIDENTIAL FUNCTION

1. Confidential Function

This function is used to store the document to be transmitted in the memory of a receiving machine, and to output a copy when the registered confidential pass code is entered in the receiving machine. However, the receiving machine must be a Sharp models having the confidential function.

FO-700

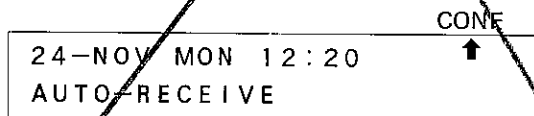
FO-700 or FO-3200



It is possible to register up to 10 confidential mail boxes.

On the receiving machine the confidential pass code (4-digits) of the Box No. is entered and the document is printed out. (Refer to Printout of Confidential Documents, p. 44).

While the confidential reception is taking place, an arrow mark appears on the display in the standby mode.



If you need to know the Box No. to which confidential transmission has been directed, you can printing out the confidential reception list. (Refer to 7. Confidential Reception List, p. 105).

NOTE:

To use the confidential receipt function, the Box. No. and confidential Pass code must be programmed in advance.

(Refer to Programming and Clearing Confidential Pass Codes p. 86)

It is possible to store in memory (Approx. 7 or 8 letter sized sheets) received during the confidential reception.

2. Procedure for Confidential Transmission

Step	Operation	Description
1	Place the documents.	Standby mode
2	CONF	Press the CONF key.
3	1	Select the transmission mode.
4	2 7 (An example)	When the remote machine is a Sharp model (for example, FO-700) with mail boxes, enter the box number in the receiving machine by using the numeric keys.
5	CONF After that perform the ordinary transmission operation. (Refer to p. 22.)	Press the CONF key again. An arrow mark appears below CONF on the panel.

NOTE:

When using the confidential transmission function to transmit documents to a remote without mail boxes fills up, perform the operation of Step 5 (Press the **CONF** key), without entering Box No. (Step 4).

If the confidential memory of the remote machine has become full during confidential transmission, a communication error occurs, and transmission terminates.

3. Printout of Confidential Documents

Step	Operation	Description
1	CONF	Standby mode Press the CONF key.
2	2	Select the print mode.
3	2 7 (An example)	Enter a Box No. by using the numeric keys.
4	1 2 3 4 (An example)	Enter a passcode (confidential Pass code) corresponding to Box No.
5	START/COPY	Press the START/COPY key. Start of printout

NOTE:

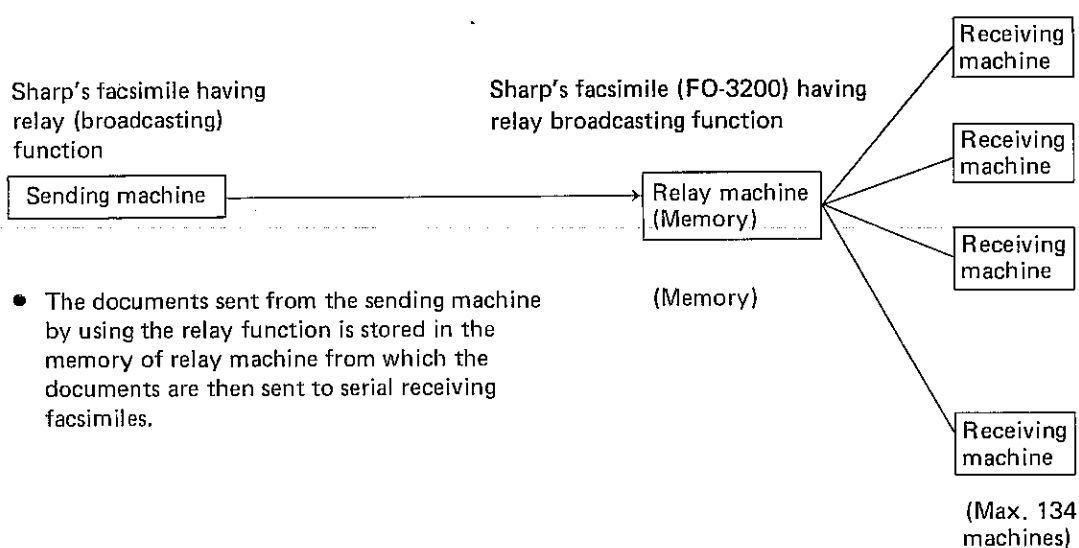
While the document is received in the confidential receipt mode and the image is stored in the confidential memory, be sure to keep the power turned on. If the power is turned off, confidential documents in the memory will be erased.

RELAY FUNCTION

1. Relay Function

This function is used to transmit the same document to several remote facsimiles through one relay machine (station).

This function is possible only when the relay machine is Sharp model having the relay broadcasting function.



NOTE:

To use the relay function, relay ID codes in the relay machine must match your machines relay code.

2. Procedure for Relay Transmission

To use the relay function, it is necessary to program relay groups in advance. (Refer to p. 47).

Step	Operation	Description
1	Place the documents.	Standby mode
(1)	Press the MODE key and DARK key as necessary.	Enter the number of documents and message No. as necessary. (Refer to p. 18-19.)
2	RELAY	Press the RELAY key.
3	0 1 (An example)	Enter a relay group No. (2-digit) by using the numeric keys (01 to 10).
4	START/COPY	Press the START/COPY key.

3. Programming Relay Tasks

This function is used to program the relay machine telephone number and receiving machine telephone numbers.

It is possible to register up to 10 relay machine telephone numbers. (but only one may be used at a time).

PROCEDURE FOR REPLAY GROUP PROGRAMMING

Step	Operation	Description
1	FUNC 5 * *	Standby mode Select the relay program/clear mode.
2	1	Select the relay program mode.
3	0 1 (An example)	Enter a relay No. (2-digit) by using the numeric keys.
4	0 1 (An example) [or]	Enter a relay machine telephone number by using a rapid key or speed number.
(4)	SPEED 0 1 (An example)	
5	START/COPY	Press the START/COPY Key.
6	0 4 0 5 (An example)	Enter rapid dial numbers of receiving machines, by using the numeric keys. If rapid dial number are not used, proceed to Step 7.
7	START/COPY	Press the START/COPY key.
8	0 3 0 4 (An example)	Enter speed dial numbers of receiving machines. If the speed dial number is not entered, proceed to Step 9.

* These are rapid dial/speed dial numbers stored in the relay machine, not is your machine.

Step	Operation	Description
9	START/COPY	Press the START/COPY key.
10	01 02 (An example)	Enter the group No's. of receiving machines by using the numeric keys.*
11	START/COPY	Press the START/COPY key.
12	01234 56789 (An example)	Enter the telephone No. of receiving machines (up to 30 digits) by using the numeric keys. If the telephone No. is not entered, proceed to Step 13.
13	START/COPY	Press the START/COPY key.
14	START/COPY	Then press the START/COPY key again. NOTE: To return to the standby mode, press the STOP/C key.

* These are group numbers stored in the relay machine, not in your machine.

NOTE:

When programming relay tasks, it is possible to enter up to 400 digits of receiving machines for any one relay task.

When automatic dialing is used, the following number of digits are allowed.

(The number of machines for which speed dial numbers, rapid dial numbers and group numbers can be programmed varies depending on models of relay machines.)

Speed dial number: 2-digit (number of digits per machine)

Rapid dial number: 2-digit (number of digits per machine)

Group number: 2-digit (number of digits per group)

When programming telephone numbers, it is possible to register max. 20 digits x max. 20 machines or max. 30 digits x max. 14 machines. (depending on model of relay machine)

Relay machine limit: FO-3200: 20 digits x 20 machines MAX. 120 receivers.

CLEARING OF RELAY TASKS

Step	Operation	Description
1	FUNC 5 ✖ ✖	Standby mode Select the relay task program/clear mode.
2	2	Select the relay task clear mode.
3	0 1 (An example)	Enter the relay task No. to be cleared by using the numeric keys.
4	START/COPY	Press the START/COPY key. NOTE: To return to the standby mode, press the STOP/C key.

GROUP PROGRAMMING

This function is used to register two or more receiving machine telephone numbers (speed dial number/rapid dial number) by using one rapid key. (Rapid key 17/G1 to 24/G8, max. 8 groups)

The rapid keys assigned for group registration are used to assign two or more remote facsimile units for serial polling, automatic transmission reservation, program usage. usage.

1. Procedure of Group Programming

Step	Operation	Description
1	FUNC 5 *	Standby mode Select the group program/clear mode.
2	1	Select the program mode.
3	(An example) 17 [or/and]	Enter the group key G1 to G8 to be programmed (rapid dial keys 17 to 24).
4	 01 02 (An example) 03	Press the rapid dial key. If a rapid dial number is not being programmed, proceed to Step 5.
5	START/COPY	Press the START/COPY key.
6	0 1 0 2 (An example)	Enter a speed dial number by using the numeric keys. If speed dial number is not being programmed, proceed to Step 7.
7	START/COPY	Press the START/COPY key. End of group programming To return to the standby mode, press the STOP/C key. It is possible to register up to 8 groups.

NOTE:

The group keys G1 to G8 are used also as rapid dial keys 17 to 24, but they can not be used for two purposes. Therefore, if rapid dial key 17 has already been used, group key G1 can not be used.

It is possible to program up to 31 rapid dial numbers or up to 50 speed dial numbers for one group. It is necessary to program the telephone number of a remote machine as rapid dial number or speed dial number in advance.

When both rapid dial numbers and speed dial numbers are to be used for one group, it is possible to program up to 50 numbers.

If during programming you need to correct rapid dial numbers or speed dial numbers, press the STOP/C key to clear entered numbers.

2. Clearing Groups

Step	Operation	Description
1	FUNC 5 X	Standby mode Select the group program/clear mode.
2	2	Select the group clear mode.
3	(An example) 17	Enter the group key G1 to G8 (rapid key 17 to 24) to be cleared.
4	START/COPY	Press the START/COPY key.
		End of group clearing To return to the standby mode, press the STOP/C key.

NOTE:

If the group has been registered by program registration or automatic transmission reservation registration, this group No. cannot be cleared.

TRANSMISSION RESERVATION DURING RECEPTION

This function is used to start automatic transmission after completion of reception.

PROCEDURE OF TRANSMISSION RESERVATION DURING RECEIVING

Step	Operation	Description
		Reception
1	Place the documents	Place documents during receiving.
2	RESERVE	Press the RESERVE key.
(2)	Enter a department access code (4-digit). If access control is on.	
(2)	Set the number of documents as necessary.	1. Transmission: p. 53 2. Confidential transmission: p. 54 3. Relay transmission: p. 56

NOTE:

To cancel the transmission reservation, press in succession the **RESERVE** and **START/COPY** keys.

(1) Transmission (transmission reservation during reception)

Step	Operation	Description
3	START/COPY	Press the START/COPY key.
4	(An example) 0 1 [or] (4) SPEED 0 1 (An example) [or] 0 1 2 3 4 (4) 5 6 7 8 9 (An example)	Enter the rapid dial number, speed dial number or remote facsimile telephone number.
5	START/COPY	Press the START/COPY key.
6	MODE	Press the MODE key to select Standard, Fine, Super Fine or Half Tone.
7	START/COPY	Press the START/COPY key.
	[or]	
(7)	Press the DARK key as necessary. Press the START/COPY key if the DARK key is not necessary.	
	[or]	
(7)	# (An example) If this operation is not necessary, proceed to Step 8.	Select a message as necessary.
8	START/COPY	Press the START/COPY key. If the transmission verification stamp (optional) is not available, registration ends.
9	1 (An example)	Set the transmission verification stamp (optional) as necessary.
10	START/COPY	Press the START/COPY key.
		End of operation

(2) Confidential transmission (transmission reservation during reception)

Step	Operation	Description
3	CONF	Press the CONF key.
4	0 1 (An example)	Only when the remote machine is a Sharp model having mail boxes (for example, FO-700) enter the box number (2-digit) by using the numeric keys.
5	START/COPY	Press the START/COPY key.
6	0 1 [or]	Enter the rapid dial number, speed dial number or remote machine telephone number.
(6)	SPEED 0 1 [or]	
(6)	0 1 2 3 4 5 6 7 8 9 (An example)	
7	START/COPY	Press the START/COPY key.
8	MODE	Press the MODE key to select Standard, Fine, Super Fine or Half Tone.
9	START/COPY [or]	Press the START/COPY key.
(9)	Press the DARK key as necessary. If this key is not necessary, press the START/COPY key. [or]	Select a message as necessary.
(9)	# (An example) If this operation is not necessary, proceed to Step 10.	
10	START/COPY	Press the START/COPY key. If the transmission verification stamp (optional) is not available, operation ends.

Step	Operation	Description
(11)	1 (An example)	Set the transmission verification stamp (optional) as necessary.
(12)	START/COPY	Press the START/COPY key.
		End of operation

(3) Relay transmission (transmission reservation during reception)

Step	Operation	Description
3	RELAY	Press the RELAY key.
4	0 1 (An example)	Enter a relay group number (2-digit) (01 to 10) by using the numeric keys.
5	START/COPY	Press the START/COPY key.
6	MODE	Press the MODE key to select Standard, Fine, Super Fine or Half Tone.
7	START/COPY	Press the START/COPY key.
8	Press the DARK key as necessary. If this key is not necessary, press the START/COPY key.	
9	# (An example) If this operation is not necessary, proceed to Step 10.	Set message as necessary.
10	START/COPY	Press the START/COPY key. If the transmission verification stamp (optional) is not available, operation ends.
(11)	1 (An example)	Set the transmission verification stamp (optional) as necessary.
(12)	START/COPY	Press the START/COPY Key.
		End of operation

PROGRAM FUNCTION

This function is used to pre program transmission operation (procedure) by using the rapid keys. After you have entered the remote receiving unit, transmission start time, transmission mode, and transmission type in advance, your unit will be able to automatically accomplish any programmed transmission operations by merely pressing a corresponding program key P1 to P8 (rapid keys 25 to 32).

1. Entry of Programs

Step	Operation	Description
1	FUNC 5 #	Standby mode Select the program entry/mode.
2	1	Select the entry mode.
3	25 (An example)	Press a program key P1 to P8 (rapid dial key 25 to 32) to be used for the program.
4	After entering * , # , 7 or 9 to select characters press the START/COPY key.	Enter a program name (max. 20 letters). (Refer to CHARACTER ENTRY, p. 89) If no program name is entered, proceed to Step 5.
5	START/COPY	After entering the program name press the START/COPY key. NOTE: If time entry is omitted, proceed to Step 9.
6	0 1 (An example)	Enter hour with the numeric keys.
7	3 0 (An example)	Enter minute with the numeric keys.

Step	Operation	Description
8	1 (An example)	* Enter the day-of-the-week code. NOTE: When omitting the entry of day-of-the-week code, proceed to Step 9.
9	START/COPY	Proceed to the following pages. ① Transmission: (p. 59) ② Polling: (p. 60) ③ Serial polling: (p. 61) ④ Confidential transmission: (p. 61) ⑤ Relay transmission: (p. 63)

NOTE:

* Day-of-the-week code list

Code	0	1	2	3	4	5	6
Day	SUN	MON	TUE	WED	THU	FRI	SAT

If a time is entered (Step 6, 7, and 8) during program entry, confidential transmission is not possible. To use confidential transmission, omit time entry. (Go to Step 9 after Step 5.)

① Transmission

Step	Operation	Description
	Perform Steps 1—9 then	
10	START/COPY	Press the START/COPY key.
11	(An example) 01 [or]	
(11)	SPEED 0 1 (An example) [or]	Enter the rapid dial number, speed dial number or remote facsimile telephone number.
(11)	0 1 2 3 4 5 6 7 8 9 (An example)	
12	START/COPY	Press the START/COPY key.
13	MODE	Press the MODE key to select Standard, Fine, Super Fine or Half Tone.
14	START/COPY	Press the START/COPY.
15	Press the DARK key as necessary. If this operation is not necessary, press the START/COPY key.	
16	# (An example) If this operation is not necessary, proceed to Step 17.	Select a message as necessary.
17	START/COPY	Press the START/COPY key. If transmission verification stamp (optional) is not available, operation here.

Step	Operation	Description
(18)	1	Set the transmission verification stamp (optional) as necessary.
(19)	START/COPY	Press the START/COPY key.
		End of program entry
		NOTE: To return to the standby mode, press the STOP/C key.

NOTE:

The program keys (P1 to P8) are used also as rapid dial keys (25 to 32). They can be used only for one of two modes. For example, if the rapid dial key 25 has been used, the program key P1 cannot be used.

② Polling

Step	Operation	Description
	Perform Steps 1–9 then	
10	POLL	Press the POLL key.
11	(An example) 01 [or]	
(11)	SPEED 0 1 (An example) [or]	Enter the rapid dial number, speed dial number or remote facsimile telephone number.
(11)	0 1 2 3 4 5 6 7 8 9 (An example)	
12	START/COPY	Press the START/COPY key.
		End of program entry.
		NOTE: To restore the standby mode, press the STOP/C key.

③ Serial Polling

Step	Operation	Description
10	FUNC	Press the FUNC key.
11	#	
12	01 (An example)	Enter a rapid dial number.
13	17 (An example)	Enter a group number.
14	SPEED 0 1 0 2 (An example)	Enter a speed dial number.
15	START/COPY	Press the START/COPY key.
		End of program entry
		NOTE: To return to the standby mode, press the STOP/C key.

NOTE:

It is possible to do serial polling from a maximum of 50 locations by combining rapid dial numbers, group numbers and speed dial numbers.

④ Confidential Transmission

Step	Operation	Description
10	CONF	Press the CONF key.
11	0 1 (An example)	Only when the remote machine is a Sharp model having confidential mail boxes (for example, FO-700), enter a box number (2-digit) by using the numeric keys.
12	START/COPY	Press the START/COPY key.

Step	Operation	Description										
13	(An example) 01 [or]											
(13)	SPEED 0 1 (An example) [or]	Enter a rapid dial number, speed dial number or remote facsimile telephone number.										
(13)	<table><tr><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr></table> (An example)	0	1	2	3	4	5	6	7	8	9	
0	1	2	3	4								
5	6	7	8	9								
14	START/COPY	Press the START/COPY key.										
15	MODE	Press the MODE key to select Standard, Fine, Super Fine or Half Tone.										
16	START/COPY	Press the START/COPY key.										
17	Press the DARK key as necessary If it is not necessary, press the START/COPY key.											
18	# (An example) If this operation is not necessary, proceed to Step 19.	Select a message as necessary.										
19	START/COPY	Press the START/COPY key. If the transmission verification stamp (optional) is not available, operation ends here.										
(20)	1 (An example)	Set the transmission verification stamp (optional) as necessary.										
(21)	START/COPY	Press the START/COPY key. NOTE: To return to the standby mode, press the STOP/C key.										

⑤ Relay transmission

Step	Operation	Description
10	RELAY	Press the RELAY key.
11	0 1 (An example)	Enter a relay group number (2-digit) by using the numeric keys (01 to 10).
12	START/COPY	Press the START/COPY key.
13	MODE	Press the MODE key to select Standard, Fine, Super Fine or Half Tone.
14	START/COPY	Press the START/COPY key.
15	Press the DARK key as necessary. If this operation is not necessary, press the START/COPY key.	
16	# (An example) If this operation is not necessary, proceed to Step 17.	Select a message as necessary.
17	START/COPY	Press the START/COPY key. If the transmission verification stamp (optional) is not available, registration ends.
(18)	1 (An example)	Set the transmission verification stamp (optional) if necessary.
(19)	START/COPY	Press the START/COPY key.
		End of program entry
		NOTE: To return to the standby mode, press the STOP/C key.

2. Program Clearing

Step	Operation	Description
1	FUNC 5 #	Standby mode Select the program entry/clear mode.
2	2	Select the clear mode.
3	(An example) 25	Press a program key P1 to P8 (rapid dial key 25 to 32) to be cleared.
	START/COPY	Press the START/COPY key.
		End of program clearing
		NOTE: To return to the standby mode, press the STOP/C key.

3. Program Operation

When you press a program key (P1 to P8), your unit automatically performs the operation programmed into this key. (If a start time has been specified, a reservation is established.)

Step	Operation	Description
1	Place the documents.	Standby mode
2	(An example) 25	Press a program key P1 to P8 (rapid dial key 25 to 32).
		Transmission or polling

TIMER TRANSMIT AND TIMER POLLING

65

With this function, document transmission or polling is performed automatically at a specified time. To use this function, the start time and remote facsimile unit telephone number must be programed in advance in your facsimile unit by using the rapid or speed dial keys. In addition to ordinary transmission, rolling and serial polling are also possible. (It is possible to perform one ordinary transmission, one polling or one serial polling, for a total of two timer operations.)

1. Programming Procedure for Automatic Timer Transmission

Step	Operation	Description
		Standby mode
1	FUNC 1	Select the timer program/clear mode.
2	1	Select the entry mode.
3	START/COPY (Transmission) [or]	
(3)	POLL [or]	Select transmission, polling, serial polling or relay transmission.
(3)	FUNC # (Serial polling)	
(3)	RELAY (Relay transmission)	
4	1 3 (An example)	Set time. Enter hour by using the numeric keys.
5	3 0 (An example)	Enter minute by using the numeric keys.
6	1 (An example)	* Enter the day-of-the-week code.

Step	Operation	Description
7	START/COPY	Proceed to the following pages. ① Transmission: (p. 67) ② Polling: (p. 68) ③ Serial polling: (p. 68) ④ Relay transmission: (p. 69)

NOTE:

* Day-of-the-week code table

Code	0	1	2	3	4	5	6
Day	SUN	MON	TUE	WED	THU	FRI	SAT

① Transmission

Step	Operation	Description
8	01 (An example) [or]	Enter a remote facsimile telephone number by using a rapid dial number or speed dial number.
(8)	SPEED 0 1 (An example)	
9	START/COPY	Press the START/COPY key.
10	MODE	Press the MODE key to select Standard, Fine, Super Fine or Half Tone.
11	START/COPY	Press the START/COPY key.
12	Press the DARK key as necessary. If this operation is not necessary, press the START/COPY key.	
13	# (An example) If this operation is not necessary, proceed to Step 14.	Select a message as necessary.
14	START/COPY	If the transmission verification stamp (optional) is not installed, operation ends here.
(15)	1 (An example)	Set the transmission verification stamp as necessary.
(16)	START/COPY	Press the START/COPY key.
		End of operation
		Make sure documents are in the feeder before the preset time arrives.

② Polling

Step	Operation	Description
8	(An example) 01 [or]	Enter a remote facsimile telephone number by using a rapid dial number or speed dial number.
(8)	SPEED (An example) 0 1	
9	START/COPY	Press the START/COPY key.
		End of operation

③ Serial Polling

Step	Operation	Description
8	(An example) 01 [and/or]	Enter a rapid dial number.
9	(An example) 17 [and/or]	
10	SPEED (An example) 0 2	Enter a speed dial number.
11	START/COPY	Press the START/COPY Key.
		End of operation

NOTE:

It is possible to perform the serial polling from a maximum of 50 locations by combining rapid dial numbers, group numbers and speed dial numbers.

④ Relay Transmission

Step	Operation	Description
8	0 1 (An example)	Enter a relay group number (2-digit) by using the numeric keys (01 to 10).
9	START/COPY	Press the START/COPY key.
10	MODE	Press the MODE key to select Standard, Fine, Super Fine or Half Tone.
11	START/COPY	Press the START/COPY key.
12	Press the DARK key as necessary. If this operation is not necessary, press the START/COPY key.	
13	# (An example) If this operation is not necessary, proceed to Step 14.	Select a message as necessary.
14	START/COPY	Press the START/COPY key. If the transmission verification stamp (optional) is not available, operation ends here.
(15)	1 (An example)	Set the transmission verification stamp (optional) if necessary.
(16)	START/COPY	Press the START/COPY key.
		End of operation
		Place documents into the feeder before the preset time arrives.

2. Cancelling Preset Time

Step	Operation	Description
1	FUNC 1	Standby mode Select the reservation entry/clear mode.
2	2	Select the clear mode.
3	0 1 (An example)	Enter the timer number to be cleared. Print the timer communication list (page 100) to determine the number
4	START/COPY	Press the START/COPY key. End of clearing preset time

INITIAL PROGRAMMING

In order to use many of the functions of your machine, you have to perform the initial programming below.

SELECTION OF VARIOUS INITIAL REGISTRATION MODES

Step	Operation	Description
1	FUNC	Make sure that the machine is the standby mode. Press the FUNC key.
2	4	Select the initial registration mode.
3	Press the [*] or [#] key	Select one of the programming modes by pressing * or # until the desired mode name appears in the display.

CONTENT OF VARIOUS INITIAL REGISTRATIONS

Number of times to press [#] Key	Number of times to press [*] Key	Content of Registration	Refer to
1	8	Programming and clearing speed/rapid dial numbers	P. 72
2	7	Programming and clearing polling permission numbers	P. 76
3	6	Selection of polling security	P. 78
4	5	Programming sender ID	P. 80
5	4	Programming terminal number	P. 82
6	3	Setting date and time	P. 83
7	2	Programming and clearing section codes	P. 84
8	1	Programming and clearing confidential Pass code	P. 86

1. Programming and Clearing Speed Dial Numbers and Rapid Dial Numbers

Used to program a maximum of 32 rapid dial number, to program secondary facsimile numbers, and to program up to 100 speed dial numbers.

PROCEDURE OF REGISTRATION OF SPEED DIAL NUMBER AND RAPID DIAL NUMBER

Step	Operation	Description
1	FUNC 4 #	Standby mode Select speed dial number, rapid dial number, program/clear mode.
2	1	Select the program mode.
3	0 1 (An example) [or] (3) (An example) 01	To program a speed dial number, enter a number by using the numeric keys. (It is possible to enter up to 100 numbers, from 00 to 99.) When programming a rapid dial number, press the rapid dial keys to be programmed.
4	0 1 2 3 4 5 6 7 8 9 (An example)	Enter a telephone number by using the numeric keys (max. 30 digits).
5	START/COPY	Press the START/COPY key. Enter the name the remote facsimile location. (character entry) (max. 20 characters). (Refer to CHARACTER ENTRY, p. 89.)
6	After pressing the [*] [#] [7] [9] keys to select the character press the START/COPY key.	NOTE: If programming of the name is not necessary, press the START/COPY key.

Step	Operation	Description
7	START/COPY	After entering the characters press the START/COPY key again. The speed dial number has been programmed NOTE: To return to the standby mode, press the STOP/C key. When the rapid telephone number is programmed, the secondary facsimile entered mode is set. If registration of secondary facsimile telephone number is not necessary, press the START/COPY key.

NOTE:

If time is required for a second dial tone (for example, if your facsimile is connected to an extension), enter a Pause when programming numbers.

For example:

Enter "9", "Pause", "Telephone Number". The pause can be entered by pressing the REDIAL Key. The display indicates "_". One pause gives a time interval of approx. 2 seconds. It is possible to enter two or more pauses.

SECONDARY FACSIMILE TELEPHONE NUMBER

When you program a rapid dial number you can also program a secondary facsimile telephone number.

Step	Operation	Description
8	9 8 7 6 5 4 3 2 1 0	Enter a secondary facsimile telephone number (max. 30 digits).
9	START/COPY	Press the START/COPY key.
10	After pressing the [*] [#] [7] [9] keys to select the characters, press the START/COPY key.	Enter the name of person who uses the secondary facsimile location. (character entry). (Max. 20 digits) (Refer to CHARACTER ENTRY, p. 89.) When entry of the name of person who has the secondary facsimile location is not necessary, press the START/COPY key again.
11	START/COPY	After character entry press the START/COPY key. End of operation NOTE: To return to the standby mode, press the STOP/C key.

NOTE:

If you want to check the data, print out the telephone list. (Refer to Telephone List, p. 101.)

CLEARING SPEED DIAL NUMBERS AND RAPID DIAL NUMBERS

Step	Operation	Description
1	FUNC 4 #	Standby mode Select the speed dial number/rapid dial number entry/clear mode.
2	2	Select the clear mode.
3	0 1 (An example) [or] (3) 01 (An example)	Enter the speed dial number to be cleared by using the numeric keys. Enter the rapid dial number to be cleared.
4	START/COPY	End of clearing operation NOTE: To return to the standby mode, press the STOP/C key.

NOTE:
It is not possible to clear a speed dial number or rapid dial number which is used for the timer sending, program keys, program or other functions. To clear these number, first clear any other programs that use the number.

2. Programming and Clearing Polling Permission Numbers

If the polling security function is used, only remote machines which have been listed by using the polling permission number will be allowed to poll.

It is possible to enter up to 30 telephone numbers.

PROGRAMMING POLLING PERMISSION NUMBERS

Step	Operation	Description
1	FUNC 4 # #	Standby mode Select the polling permission number entry/clear mode.
2	1	Select the entry mode.
3	0 1 (An example)	Enter a polling permission number by using the numeric keys. It is possible to enter up to 30 telephone numbers (from 01 to 30).
4	0 1 2 3 4 5 6 7 8 9 (An example)	Enter the telephone number of the remote machine (max. 20 digits).
5	START/COPY	Press the STARY/COPY key. The permission number is entered. NOTE: To return to the standby mode, press the STOP/C key.

NOTE:

If you want to check the data, print out the passcode list. (Refer to Passcode List, p. 103.)

CLEARING POLLING PERMISSION NUMBER

Step	Operation	Description
1	FUNC 4 # #	Standby mode Select the polling permission number entry/clear mode.
2	2	Select the clear mode.
3	0 1 (An example)	Enter the polling permission number (2-digit) to be cleared by using the numeric keys.
4	START/COPY	Press the START/COPY key. The polling permission number is cleared. NOTE: To return to the standby mode, press the STOP/C key.

3. Polling Security Selection

If the polling security is canceled, your facsimile will respond to a polling request from any remote facsimile.

SETTING THE POLLING SECURITY

Step	Operation	Description
1	FUNC 4 # # #	Standby mode Select the polling security selection mode.
2	1	Set the polling security (press the [1] key). Press the START/COPY key.
3	START/COPY	End of polling security setting Sender's telephone number registration mode begins. To return to the standby mode, press the STOP/C key.

NOTE:

If you want to check the status of polling security, print out the passcode list. (Refer to PASSCODE LIST, p. 103.)

CANCELLING POLLING SECURITY

Step	Operation	Description
1	FUNC 4 # # #	Standby mode Select the polling security selection mode.
2	2	Cancel polling security (press the [2] key).
3	START/COPY	Press the START/COPY key. End of polling security cancel Sender's telephone number registration mode begins. To return to the standby mode, press the STOP/C key.

4. Transmit Terminal Identification (TTI)

When documents are transmitted, the TTI is printed on the top of each page at the receiving unit. The sender's telephone number is also used as a permission number when you poll a remote machine.

PRINT EXAMPLE

8-DEC-87 TUE 14:00 ABCDEFGHIJKLMNOPQRSTUVWXYZ	P. 01
THE SLEREXE COMPANY LIMITED SAPORS LANE - BOOLE - DORSET - BH 25 8 ER TELEPHONE BOOLE (945 13) 51617 - TELEX 123456	
Our Ref. 350/PJC/EAC	18th January, 1972.
Dr. P.N. Cundall, Mine Surveys Ltd.,	

Step	Operation	Description
1	FUNC 4 # # # #	Standby mode Select the sender's telephone number programming mode.
2	0 1 2 3 4 5 6 7 8 9 (An example)	Enter a telephone number by using the numeric keys (max. 20 digits).
3	START/COPY	Press the START/COPY key. NOTE: When entering sender's name is not necessary, proceed to Step 5.
4	After pressing the keys [*] [#] [7] [9] to select the characters press the START/COPY key.	Enter the sender's name (character entry). (Max. 25 characters). (Refer to CHARACTER ENTRY, p.89)

Step	Operation	Description
5	START/COPY	After character entry press the START/COPY key. End of sender's name entry The terminal number entry mode begins. NOTE: To return to the standby mode, press the STOP/C key.

NOTE:

If you want to change the telephone number or sender's name, re do the entry operation again.

If you want to check the data, print out the passcode list. (Refer to Passcode List, p. 103.)

5. Programming Terminal Number

The terminal number is recorded in the telephone number column of Send/Receive report listing of sending and receiving machines.

REGISTRATION OF MACHINE NUMBER

Step	Operation	Description
1	FUNC 4 * * * *	Standby mode Select the terminal number programming mode.
2	1 2 3 (An example)	Enter a machine number (3-digit) by using the numeric keys.
3	START/COPY	After entering the machine number press the START/COPY key. End of machine number registration The date and time setting mode is begins. NOTE: To return to the standby mode, press the STOP/C key.

NOTE:

If you want to correct the machine number, re do the entry operation again.

If you want to check the machine number, print out the passcode list. (Refer to Passcode List, p. 103.)

6. Date and Time Setting

The FO-700 has a timer function which makes it possible to transmit documents at a specified time in the timer transmission mode. In order to accomplish this, the date and time must be set.

DATE AND TIME SETTING PROCEDURE

Step	Operation	Description
1	FUNC 4 * * *	Standby mode Select the data and time setting mode.
2	3 1 (An example)	Enter day (01 to 31).
3	0 7 (An example)	Enter month (01 to 12).
4	8 7 (An example)	Enter year (2 last digits of year)
5	5 (An example)	Enter the day-of-the-week code (0 to 6).
6	1 3 (An example)	Enter hour (00 to 23).
7	0 5 (An example)	Enter minute (00 to 59).
8	START/COPY	Press the START/COPY key. End of date and time setting The department code programming/clear mode begins. NOTE: To return to the standby mode, press the STOP/C key.

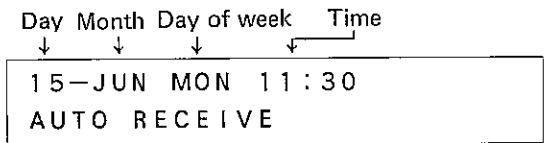
NOTE:

If you want to correct the registered date and time, do the registration operation again.

The currently registered date and time are displayed on the LCD in the standby mode.

Day-of-the-week code

Code	0	1	2	3	4	5	6
Day	SUN	MON	TUE	WED	THU	FRI	SAT



If you want to check the year, print out the passcode list. (Refer to Passcode List, p. 103.)

7. Programming and Clearing Department Codes

It is possible to control access to the machine and to track the number of transmitted documents and transmission time by department.
(It is possible to register up to 30 department.)

PROGRAMMING DEPARTMENT CODES

Step	Operation	Description
1	FUNC 4 * *	Standby mode Select the department code programming/clear mode.
2	1	Select the programming mode.
3	0 1 (An example)	Enter a department number by using the numeric keys (01 to 30). It is possible to register up to 30 departments.
4	1 2 3 4 (An example)	Enter a department access code (4-digit) by using the numeric keys.
5	START/COPY	Press the START/COPY key. Enter the department name.
6	After pressing the * # 7 9 keys to select the characters, press the START/COPY key.	Press the [*] [#] [7] [9] keys to select the characters, and press the START/COPY key. (Max. 20 characters) (Refer to CHARACTER ENTRY, p.89.)
7	START/COPY	After character entry press the START/COPY key. End of department code entry It is possible to register successively the next section code. NOTE: To restore the standby mode, press the STOP/C key.

NOTE:

If you want to check the number of transmitted documents or transmission time for each department, print out the Department usage list. (Refer to Department usage list, p. 106.)

CLEARING DEPARTMENT CODES

Step	Operation	Description
1	FUNC 4 * *	Standby mode Select the department code programming/clear mode.
2	2	Select the clear mode.
3	0 1 (An example)	Enter the department number to be cleared by using the numeric keys (01 to 30).
4	1 2 3 4 (An example)	Enter the department access code to be cleared (4-digit) by using the numeric keys.
5	START/COPY	Press the START/COPY key. End of department code clearing It is possible to clear at this time another department code. NOTE: To return to the standby mode, press the STOP/C key.

8. Programming and Clearing Confidential passcodes

Enter the confidential passcode are used to print out documents received in the confidential communication mode. One confidential passcode (4-digits) is registered for each box. It is possible to program up to 10 boxes.

CONFIDENTIAL PASSCODE REGISTRATION PROCEDURE

Step	Operation	Description
1	FUNC 4 *	Standby mode Select the confidential passcode programming/clear mode.
2	1	Select the confidential passcode programming mode.
3	0 5 (An example)	Enter a box number (2-digit) by using the numeric keys.
4	1 2 3 4 (An example)	Enter a confidential passcode (4-digit) by using the numeric keys.
5	START/COPY	Press the START/COPY key.
6	After pressing the keys * # 7 9 to select the characters, press the START/COPY key.	Enter a box name (character entry). (Refer to CHARACTER ENTRY, p. 89.)
7	START/COPY	After character entry press the START/COPY key. End of confidential passcode programming The confidential passcode list will print out. The machine then return to standby mode.

PRINT EXAMPLE

CONFIDENTIAL PASSCODE REPORT			
8-DEC-87 TUE 11:54			
BOX #	NAME	PASSCODE	
99	0123456789ABCDEFGHIJ	9999	

NOTE:

When entering the box number, you can program only one box for each block.
(For example, if you enter 00 for the 00 – 09 block, it is impossible to enter the other numbers of this block, 01, 02, 03, etc.)

The following blocks are used.

No.	Block	No.	Block
1	00 – 09	6	50 – 59
2	10 – 19	7	60 – 69
3	20 – 29	8	70 – 79
4	30 – 39	9	80 – 89
5	40 – 49	10	90 – 99

Unless a confidential passcode has been programmed, confidential reception is not possible.

If you want to change the confidential passcode, first clear the existing code, and then program a new code.

To keep the code private program passcode is not displayed on the LCD.

If you have forgotten the confidential passcode, contact the your dealer.

CLEARING CONFIDENTIAL PASSCODES

Step	Operation	Description
1	FUNC 4 *	Standby mode Select the confidential passcode programming/clear mode.
2	2	Select the confidential passcode clear mode.
3	0 5 (An example)	Enter the box number (2-digit) to be cleared by using the numeric keys.
4	1 2 3 4 (An example)	Enter the confidential passcode (4-digit) of box number to be cleared by using the numeric keys.
5	START/COPY	Press the START/COPY key. End of confidential passcode clearing To return to the standby mode, press the STOP/C key.

TRANSMISSION VERIFICATION STAMP

This function means that the verification mark () will be stamped on the bottom right of the front side of each transmitted pages. This stamp tells you that the page was transmitted to the other party.

VERIFICATION STAMP ON/OFF SELECTION

Step	Operation	Description
1	FUNC 3	Standby mode Select the verification stamp ON/OFF selection mode.
2	1 or 2	Select "ON" or "OFF" of verification stamp by using the numeric key [1] or [2]. [1] ⇒ stamp ON [2] ⇒ stamp OFF End of verification stamp ON/OFF selection

NOTE:

This function is disabled when copy.

CHARACTER ENTRY

CHARACTER ENTRY PROCEDURE

1. To display the first character of each character block (① to ④ shown below), press the **[9]** key or **[7]** key.
2. After displaying the first character of the block, select the character to be entered by using the **[#]** key or **[*]** key.
3. Press the **[START/COPY]** key to enter the character.
4. Repeat the steps 1, 2 and 3 above to enter the second and subsequent characters.

Entry characters and blocks

[#] →

[9]	① 0 1 2 3 4 5 6 7 8 9
↓	② A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
	③ a b c d e f g h i j k l m n o p q r s t u v w x y z
↑	④ ! " # \$ % & ' () * + , - . : ; < = > ? [\] ^ _ `
[7]	{ } → ← (α . □

← **[*]**

□ is a space.

NOTE:

Whenever the STOP/C key is pressed, one character is deleted.

SETTING THE USER SWITCHES

The user keys are used to set the required mode. To set, press the **[1]** key or **[2]** key.

SETTINGS OF USER SWITCHES

Switch No.	Item	Description	Setting 1	Setting 2
1	Default mode when the MODE switch is not used	When the mode is not selected before transmitting documents, this mode is automatically selected. The facsimile is set to "Standard" before shipping.	Fine	Standard
2	Size of send/receive report listing	If Setting 1 (297mm) is selected, the send/receive report listing is printed out 297mm. The machine is set to "Free" before shipping.	297mm	Free
3	Automatic printout of send/receive report listing	If Setting 1 (YES) is selected, the send/receive report listing is automatically printed out when the report memory is full. The machine is set to "No" before shipping.	YES	No
4	Receive mode when power supply is turned on	The receive mode (automatic/manual) is automatically set when the power supply is turned on. The machine is set to "Auto" before shipping.	Manual	Automatic
5	Selection of Tone or Pulse (Line selector)	Select Tone or Pulse according to the telephone line. The machine is set to "Pulse" before shipping.	Tone	Pulse

USER SWITCH SETTING PROCEDURE

Step	Operation	Description
1	FUNC 6	Standby mode Select the user switch setting mode.
2	# (An example)	Select the desired of user switch by using the # or * key.
3	1 (An example)	Select the mode by using numeric key [1] or [2].
4	1 (An example)	Select the size of send/receive report listing by using the numeric key [1] or [2].
5	2 (An example)	Select "YES" or "No" of transaction report automatic printout by using the numeric key [1] or [2].
6	1 (An example)	Using the numeric key [1] or [2] select the receive mode which is selected when the power is turned on.
7	1 (An example)	Using the numeric key [1] or [2] select Tone or Pulse. To return to the standby mode, press the STOP/C key.

NOTE:

You can select the desired user switch by pressing the **[*]** key or **[#]** key several times after pressing the keys **[FUNC]** and **[6]** (Step 1). To restore the standby mode, press the STOP/C key.

Number of [#] Key Entries	Number of [*] Key Entries	Setting
1	5	1. Default mode in the case when the MODE switch is not used.
2	4	2. Size of send/receive report listing
3	3	3. Automatic printout of send/receive report listing
4	2	4. Receive mode when power is turned on
5	1	5. Select Tone or Pulse

When a setting of the user switch is selected the current setting is displayed on the LCD by blinking.

An example of indication

AUTO PRINT
 1—YES , 2—NO

↑
 Blinking

TRANSACTION REPORT

If your machine fails to transmit a document, the transaction report is automatically printed out. Results for serial polling, automatic transmission reservation and confidential reception are all printed out.

PRINT EXAMPLE

TRANSACTION REPORT							
8-DEC-87 TUE 10:54							
CONF. RX							
FROM 1234567890							
TO BOX # 11, a							
#	DATE	S. T.	NAME	TIME	PGS	NOTE	DP
01	8-DEC	10:53	1234567890	25"	1	CONF11 OK	

TRANSACTION REPORT							
8-DEC-87 TUE 11:30							
SEND							
#	DATE	S. T.	NAME	TIME	PGS	NOTE	DP
01	8-DEC	11:30		5"	0	CONF E-7	

MESSAGES

Date: Date of transmission or reception

S. T.: Transmission or reception start time ([T] is printed at the right end of paper when the document is transmitted in the automatic transmission reservation mode)

NAME: Name or telephone number of remote machine to or from which the documents are transmitted or received.

TIME: Time required for transmission or reception

PGS: Number of transmitted or received documents

DP: Department number is displayed if department control is used.

NOTE: Type of communication and results of communication are indicated.

Result of Communication	Description
OK	Communication finished normally.
BUSY	When you attempted to transmit the documents by using rapid dialing or speed dialing, you could not transmit because the remote machine was busy.
CANCEL	Communication was interrupted by pressing the STOP/C key during transmission.
POWER FAIL	Power was interrupted during dialing or communication.
NO PAPER	Recording paper ran out during communication.
M. OVER	The memory became full during confidential reception.
PAGE E.	The entered number of documents does not coincide with the real number of transmitted documents.
LENGTH OVER	① Transmitted document is longer than the specified length. ② Received document is longer than the specified length.
BOX # E.	① You failed to set a correct confidential box number (2-digit) in confidential transmission mode in the case where the remote machine has two or more confidential box numbers (for example, FO-700). ② The remote machine does not have the assigned box number.
MODE E.	① The remote machine is not a Sharp model. ② The remote machine has no confidential function. ③ The memory or the confidential receipt capacity of the remote machine became full. ④ The remote machine has no polling function. ⑤ The remote machine has no relay broadcasting function. ⑥ The memory or relay broadcasting capacity of the remote machine became full.
DATA E.	① The relay ID code did not match. ② The assigned receiving station telephone No. has not been registered for automatic dialing in the remote machine.
TALK	Voice communication was done before transmitting.
COM. E-0 TO 7	Refer to DESCRIPTION OF COMMUNICATION ERROR CODES, p. 95 to 96.

DESCRIPTION OF COMMUNICATION ERROR CODES

G3 Transmission

Code	Error Condition
COM. E-0	Handshake signal has errors.
1	Cannot recognize the handshake signal from the receive side.
2	Line disconnected during transmission.
3	Line disconnected after speed fallback to 2400 BPS.
4	Line disconnected during transmission of multi page.
5	No response from receiver side to picture signal after no response at transmitter side to TALK mode request from receiver.
6	Cannot recognize the handshake signal for next page at receiver side.
7	No response from receiver side or "disconnect signal" is received at transmitter side.

G3 Reception

Code	Error Condition
COM. E-0	Handshake signal has errors.
1	Line disconnected during reception.
2	Cannot recognize the handshake signal from the transmitter side.
3	Cannot recognize the last handshake signal from the transmitter side.
4	Cannot recognize the handshake signal for next page from the transmitter side in the case of mode change.
5	Cannot recognize the handshake signal for next page from the transmitter side.
6	Cannot recognize the handshake signal in the case of TALK request.
7	No response from transmitter or "disconnect signal" is received at receiver side.

G2 Transmission

Code	Error Condition
COM. E-1	Cannot recognize the handshake signal from the receiver side.
2	Line disconnected during transmission.
	Cannot recognize the handshake signal for next page at transmitter.
4	Cannot recognize the handshake signal for next page from the receiver side.
7	The receiver side stopped.

G2 Reception

Code	Error Condition
COM. E-1	Line disconnected during reception or cannot synchronize at receiver side during phasing.
2	Line disconnected during reception or cannot synchronize during picture reception.
4	Cannot recognize the handshake signal for next page at transmitter side.
7	The transmitter side stopped.

PRINTING REPORTS AND LISTS

97

You can check programmed data by printing out the data list.

PRINTING PROCEDURE

Step	Operation	Description
1	FUNC	Ascertain that the current mode is standby mode. Press the FUNC key.
2	2	Select the list mode.
3	Press * or # N times.	Press the * or # key until the mode desired is displayed. (See the table below.)
4	START/COPY	To start printout, press the START/COPY key.

REGISTERED DATA

Number of times to press the [*] Key	Number of times to press the [#] Key	Output List	Refer to
1	8	ACTIVITY REPORT	p. 98
2	7	TIMER COMMUNICATION LIST	p. 100
3	6	TELEPHONE LIST	p. 101
4	5	GROUP & PROGRAM LIST	p. 102
5	4	PASSCODE LIST	p. 103
6	3	RELAY GROUP LIST	p. 104
7	2	CONFIDENTIAL RECEPTION LIST	p. 105
8	1	DEPARTMENT USAGE LIST	p. 106

1. ACTIVITY REPORT

The FO-700 facsimile unit stores in its memory various data (number of remote facsimile units to or from which the documents have been transmitted or received and the number of documents), making it possible to print out a activity report.

PROCEDURE

Standby mode → **FUNC** **2** **#** → Display
ACTIVITY REPORT
PRESS START/COPY → **START/COPY**
→ Start of printout

PRINT EXAMPLE

SEND REPORT							
8-DEC-87 TUE 11:31							
#	DATE	S. T.	NAME	TIME	PGS	NOTE	DP
01	8-DEC	11:29		39"	0	CANCEL	
02		11:30		5"	0	COM.E-7	
03		11:31	01234567890	25"	1	OK	
TOTAL				1M 8S	1		
GRAND TOTAL				57M26S	100		

RECEIVE REPORT

8-DEC-87 TUE 10:55

#	DATE	S. T.	NAME	TIME	PGS	NOTE	DP
01	8-DEC	9:09	0123456789	1'35"	6	OK	
02		10:23		21"	0	CANCEL	
03		10:41	SERIAL POLLING	0"	0	POLL	
04		10:45	SERIAL POLLING	1'20"	2	POLL	
05		10:50	1234567890	45"	1	OK	
06		10:52		HH'HH"	HH	POWER FAIL	
07		10:53	1234567890	25"	1	CONF11 OK	
TOTAL				4H26S	10		
GRAND TOTAL				1H 0M39S	87		

NOTE:

For messages relating to the Activity report refer to TRANSACTION REPORT, p. 93.

The number of storable transactions (transmission and reception) for the Activity report is 50.

Automatic printout of all information occurs when the number of transactions stored in the memory exceeds the memory capacity. This automatic printout can be canceled by using the user switch setting. If in this case the number of transactions exceeds 50, the older data are deleted.

It must be noted here that printout of Activity report causes erasing of all transaction data stored in the memory.

2. TIMER COMMUNICATION LIST

The timer settings are printed out.

PROCEDURE

Standby mode → **FUNC** **2** **#** **#** → Display
TIMER COMMUNICATION LIST
PRESS START/COPY → **START/COPY**
→ Start of printout

PRINT EXAMPLE

TIMER COMMUNICATION LIST									
									P. 1
8-DEC-87 TUE 10:12									
#	START TIME	T/R MODE	RSL	MES	BOX #	PGS	CFM STM	STATION #	DP
01	12:54 SAT	TX	S-FINE	1			OFF	RAPID #:01	
02	21:45 THU	SER.POLL	FINE				OFF	RAPID #:01,02,03,04,05 06,07,08,09,10,11,12 13,14,15,16,17	

3. TELEPHONE LIST

The telephone numbers, names of remote facsimile locations programmed for rapid dialing or speed dialing and the secondary numbers can be printed out from your unit by using this function.

PROCEDURE



PRINT EXAMPLE

TELEPHONE LIST			P. 1
			10-DEC-87 THU 13:09
*SECONDARY #			
RAPID #	TELEPHONE #	NAME	
01	01	0123456789	
	*011	ABCDEFGHIJKLMNQRST	
02	02	UVWXYZ	
	*022	abcdefghijklmnopqrstuvwxyz	
03	03	UVWXYZ	
	033	!"#\$%&'()+,-./:;<=>?	
04	04	[^\`{ }~+*0	
	*044	0123456789	
05			
06			

TELEPHONE LIST			P. 3
			10-DEC-87 THU 13:11
SPEED #	TELEPHONE #	NAME	
00			
01	123456789	SPEED01	
02	234567890	SPEED02	
03			
04			

4. GROUP & PROGRAM LIST

Data registered for the rapid dialing keys (P1 to P8) (G1 to G8) can be printed out.

PROCEDURE



PRINT EXAMPLE

GROUP & PROGRAM LIST P. 1

8-DEC-87 TUE 9:10

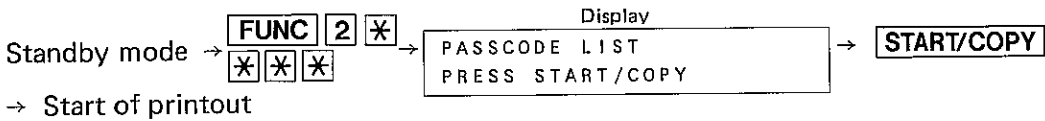
PROGRAM

#	START TIME	T/R MODE	RSL	MES	BOX #	PGS	CFM STM	STATION #
P1		TX	FINE	1			OFF	TEL. #: 8123456789

5. PASSCODE LIST

The polling permission number, terminal number and sender's name can be printed out.

PROCEDURE



PRINT EXAMPLE

PASSCODE LIST
10-DEC-87 THU 13:16

POLLING MODE	FREE
TERMINAL #	555
PASSCODE #	01 01234567890
	02 9876543210
	03 1111111111
	04 00123456789
	05
	06
	07
	27
	28
	29
	30

SENDER'S NAME	AAAAAAAAAA
SENDER'S PASSCODE	0123456789

ORIGINATOR PRINT
10-DEC-87 THU 13:17 AAAAAAAAAA P.01

6. RELAY GROUP LIST

The relay group (relay station or receiving station) can be printed out.

PROCEDURE



PRINT EXAMPLE

		RELAY GROUP LIST		P. 1
		8-DEC-87 TUE 10:14		
#	RELAY	RECEIVE STATION #		
01	D01	RAPID #	01,02,03,04,05,06,07,08,09,10,11,12,13,14,15,16,17,18	
		SPEED #	00,01,02,03,04,05,06,07,08,09,10,11,12,13,14,15,16,17,18	
			19,20	
		GROUP #	01,02,03,04,05,06	
		TEL.#	012345678901234567890	
02	D10	RAPID #	01,02,03	
03	D01	RAPID #	05,08,50,08,50,00	

7. CONFIDENTIAL RECEPTION LIST

If a confidential reception is displayed in the standby mode, it is possible to check the box No. by printing out the confidential reception list.

PROCEDURE

Standby mode → **FUNC** **2** ***** ***** → **Display** CONF RECEPTION LIST
PRESS START/COPY → **START/COPY**
→ Start of printout

PRINT EXAMPLE

CONFIDENTIAL RECEPTION LIST				
8-DEC-87 TUE 10:15				
BOX #	NAME	PASSCODE	TTL	PAGES
00	ABCDEF	XXXX		01
11	a	XXXX		02

8. DEPARTMENT USAGE LIST

The name of the department, transmission time and the number of transmitted documents are printed out for each department code.

PROCEDURE

Standby mode → **FUNC** **2** ***** → DEPARTMENT USAGE LIST
PRESS START/COPY Display → **START/COPY**
→ Start of printout

PRINT EXAMPLE

DEPARTMENT USAGE LIST			
10-DEC-87 THU 13:07			
10-DEC-87 TO 10-DEC-87			
#	DEPARTMENT	TTL TIME	TTL PAGES
01	AAAAAAAA	0S	0
02	aaaaaa	0S	-0
03	B	0S	0
04			
05			
06			
27			
28			
29			
30			
TOTAL		0S	0

MAINTENANCE BY OPERATOR

1. Replacing the Recording Paper, Cautions

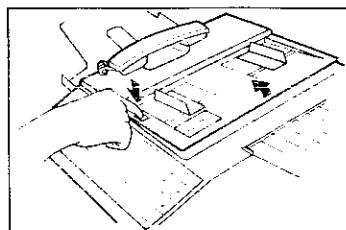
REPLACING THE RECORDING PAPER

Whenever the recording paper out message is displayed on the LCD, you have to change the recording paper.

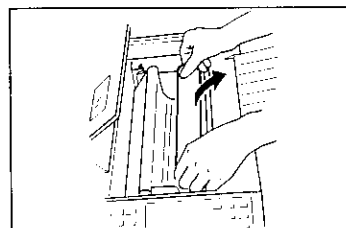
- 1 The message "NO PAPER" appears on the LCD.
The message indicating that the recording paper ran out is displayed.

NO PAPER

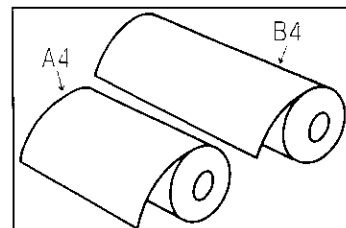
- 2 Open the paper compartment cover 3.
Push the paper compartment cover knob 17 to open the cover 3.



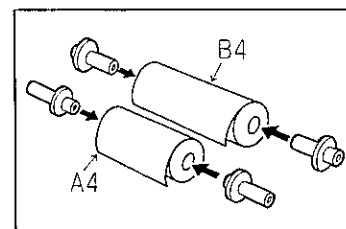
- 3 Remove the remaining paper.



- 4 Prepare a new paper roll.
Prepare a recording paper of B4 (or A4) size.



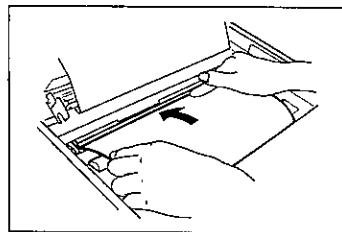
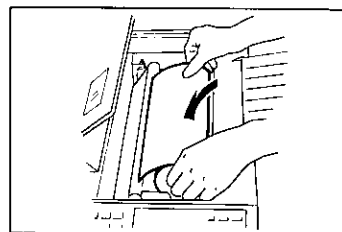
- 5 Fit the spool 24 in agreement with the recording paper (B4, A4) size to set the recording paper.



- ⑥ Set the front end of paper in place.

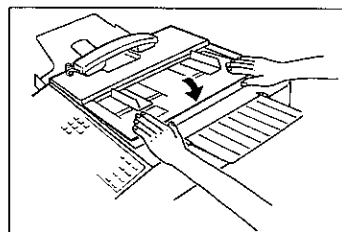
Thread the front end of paper through the Paper cutter guide ④, and let it out from the paper exit.

- Be careful to install the paper in the proper direction.



- ⑦ Close the cover ③.

Push the both ends of cover ③ until a click is heard.

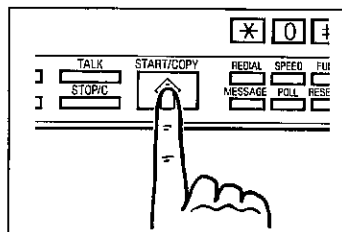


- ⑧ Check that the machine is in the stand-by mode, seeing the display.

10-JUN WED 10:24
AUTO-RECEIVE

- ⑨ Press the START/COPY key.

The paper advances and is cut to provide a straight paper edge.



CAUTIONS ON HANDLING RECORDING PAPER

Pay attention to the following items when using the heat-sensitive recording paper for the FO-700 facsimile unit.

- Do not keep the recording paper in a place subject to high humidity or temperature.

Store the heat-sensitive recording paper at temperatures no higher than 40°C (104°F) and at a humidity no higher than 85%.

- Do not keep the recording paper in a place subject to direct sunlight, such as near a window. This will cause the recording paper to discolor slightly.
- The recording paper may become discolored in the following cases.
 - If rubber-derived glue, Cemedine, thinner bond, and stick glue are used.
 - Contact with a freshly duplicated Diazo (blueprint) copy.
 - Contact with a rubber eraser or adhesive tape.
 - Contact with a soft PVC material.

For best storage, use polyethylene or polypropylene material.

- If the paper is scratched, causing friction heat.
- Do not unpack the recording paper until you are ready to use it.

2. Available Consumable Parts

The following consumable parts are available for the FO-700.

These are recommended for longer, more effective use of this machine.

- Recording paper: FO-60PR6 216mm wide (A4) 100m long roll (6 rolls percase)
FO-60PR6B 257mm wide (B4) 100m long roll (6 rolls percase)

NOTE:

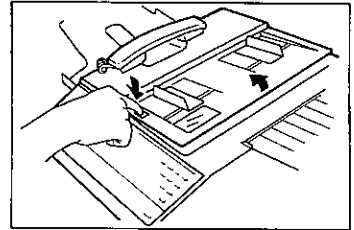
1. Use only the specified recording paper. Otherwise, the performance characteristics of the FO-700 cannot be guaranteed and may cause premature recording head failure.
2. Do not keep consumable parts in places subject to:
 - High humidity
 - Dust
 - Direct sunlight
 - High or extremely low temperature

3. Cleaning

CLEANING THE RECORDING HEAD ⑳

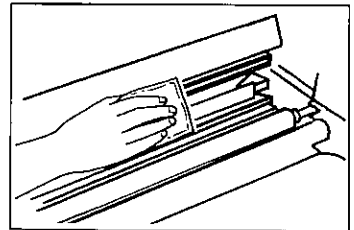
Paper dust accumulated on the recording head ⑳ may cause problems in reproduction. To avoid this, clean the recording head ⑳ every three or four rolls in the following procedure.

- ① Open the paper compartment cover ③ in the same manner as stated for paper changing.

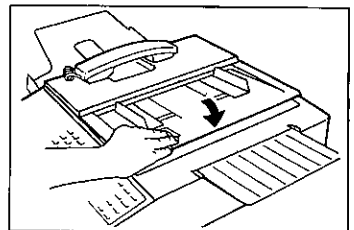


- ② Wipe clean the recording head ⑳ with a soft cloth dampened with ethyl alcohol.

- Never use benzene or thinner. Avoid touching the recording head ⑳ with a hard object.
- After receiving many documents continuously, the recording head ⑳ may be hot. Allow it to cool before cleaning or touching it.



- ③ Close the Paper compartment cover ③.



CLEANING THE HOUSING

Wipe clean the external surface of the machine housing, document hopper ⑥, original document exit tray ⑩, and received document tray ⑮ with a dry cloth.

- Never use benzene or thinner. These solvents may damage or discolor the unit or parts.

4. Writing in Location Names

For telephone numbers Programmed for rapid dialing you can write in the user names of the location for these remote machines.

1. First take off the sheet protecting panel ⑨ , and remove the name sheet ⑩ .
 2. Enter the name on the sheet ⑩ .
 3. Fit the name sheet ⑩ , and then fit the sheet protecting panel in place.
- When renewing the names, prepare a new sheet of the proper size.

AUDIBLE ALARMS AND ERROR MESSAGES

The FO-700 allows you to know the errors or the state of the machine after operation, emitting audible alarms or displaying messages on the LCD.

1. Audible Alarms

The audible alarm sounds in the following cases.

Audible Alarms	Duration	Operating State
Continuous beep	3 sec	Normal reception and copying
Intermittent beep	5 sec (ON: 1 sec OFF: 1 sec)	Occurrence of error during reception, transmission or copying
	10 to 30 sec (ON: 0.5 sec OFF: 0.5 sec)	Ready for voice communication
	35 sec (ON: 0.7 sec OFF: 0.3 sec)	The handset ❶ is off the hook.

2. Error Messages

When any of the following messages is displayed on the LCD, check as stated below.

NO PAPER

Recording paper ⑮ has run out.
Open the paper compartment cover ③, and check.

DOCUMENT JAM

Document jam
Check for document jam, following the procedure described in p.

LINE ERROR

Error during transmission or reception occurred.

OFF HOOK

The handset ① is off the hook.

PAGE COUNT ERROR

Page count mismatch occurred.

PAPER COVER IS OPEN

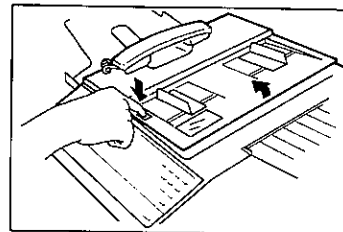
The paper compartment cover remains open.

PAPER JAM

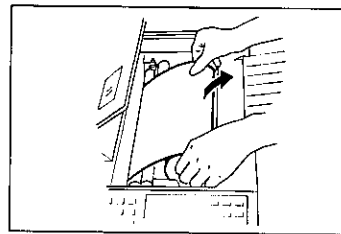
1. Recording Paper Jam

If the recording paper does not come out and abnormal noise is heard, this indicates paper jam in your machine. Remove the jammed paper, following the procedure below.

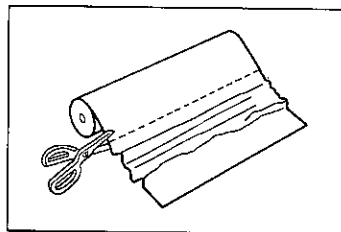
- 1 Press the paper compartment cover knob ⑰ to open the paper compartment cover ③.



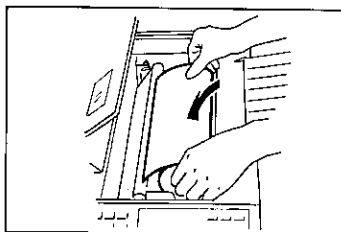
- 2 Take out the recording paper roll ⑱ together with spools ⑲.



- 3 Cut off the jammed part (wrinkled part) of the paper.



- 4 Holding the left and right spools ⑲, set the recording paper roll ⑱ in place.



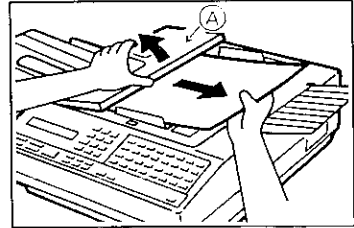
Follow the procedure, Steps ⑤ to ⑨, p. 107-108.

- The recording paper roll must be set properly in your facsimile unit. Otherwise paper jams may occur.

2. Original Document Jam

If document feed stops during transmitting or copying or if the machine stops and the message "DOCUMENT JAM" is displayed on the LCD, this indicates the occurrence of a document jam in your facsimile unit. Remove the jammed document, following the procedure below.

With the part (A) raised as illustrated, draw out the jammed document.



SPECIFICATIONS

Model:	FO-700
Applicable telephone line:	Public switched telephone network
Configuration:	Half-duplex, desk top, transmitter/receiver
Compression scheme:	Modified Huffman, Modified Read coding and SHARP mode
Scanning method:	Flat-bed solid-state CCD
Resolution:	Horizontal 8 lines/mm Vertical 3.85 lines/mm (standard) 7.7 lines/mm (fine/half-tone) 15.4 lines/mm (super-fine)
Recording system:	Thermal recording
LCD:	7 x 5 dots, 2-line and 24 digit display
Paper cut:	Automatic (to size of original)
Automatic receive:	Yes
Modem speed:	9600 bps with automatic fallback to 7200, 4800, or 2400 bps
Approximate transmission time*:	Approx. 12 seconds at 9600 bps
Recording paper size:	216mm (width), 100m (length) paper roll 257mm (width), 100m (length) paper roll
Effective recording width:	G3 mode ... 256mm (B4), 210mm (A4) G2 mode ... 205mm (A4)
Input document size:	(Attended) Width: 148mm to 297mm Length: 128mm to 420mm (Unattended) Width: 148mm to 297mm Length: 128mm to 1000mm (G3) 700mm (G2)
Automatic document feeder:	Yes
Effective scanning width:	G3 mode ... 210mm (A4), 256mm (B4), 296mm (A3) G2 mode ... 205mm (A4), 256mm (B4), 296mm (A3)
Reduction:	Automatic G3 mode ... A3 (297mm width) → B4 or A4 B4 (257mm width) → A4 G2 mode ... A3 (297mm width) → A4 B4 (257mm width) → A4
CCITT G3/G2 compatibility:	Standard
Automatic dialing:	Standard
Voice communication:	Yes
Copy mode:	Standard
Contrast:	Automatic
Polling:	Standard
Power requirements:	240V AC, 50Hz

Operating temperature:	5 to 35° C (41 to 95° F)
Power consumption:	12/230W (Standby/operating)
Dimensions:	366 (L) x 483 (P) x 150 (H) mm
Weight:	Approx. 12 kg

- * With an OX. SHARP standard document at standard resolution
Does not include time for protocol signal, i.e., CCITT phase C time only

Accessories:	Document hopper:	1
	Original document exit tray	1
	Receiving document tray:	1
	Carrier sheet:	1
	~~Line cable:~~	~~1~~
	Operation manual:	1
	~~Handset:~~	~~1~~
	Spool:	2
	AC cable:	1
	~~Guarantee card:~~	~~1~~
	Recording paper	1
	Stamp ink	1

TROUBLESHOOTING

If the machine fails to work properly, check for the cause, following the procedure described below.

- The display gives no indication.
 1. Make sure that the POWER switch **⑧** is in the ON position.
 2. Make sure that AC ~~240~~²²⁰V is supplied.
(Make sure that the breaker is in the ON position.)
- The remote machine does not answer when you attempt to call it several times.
 1. See if the remote receiving unit is in the manual receive mode without an attendant. (It is possible to transmit documents through the facsimile network.)
 2. Make sure that the power supply of the remote machine is set to the ON position.
 3. Ascertain the telephone number of remote facsimile unit (or the registered telephone number when you use the speed dialing).
- Automatic document feed does not work.
 1. Check document size and weight (thickness).
 2. Check that documents are properly set in the document feeder.
- No transmission
 1. Check that the remote receiving unit for proper paper supply level.
 2. Check that the remote facsimile unit conforms to the communication standard (G3, G2).
 3. See if the error message appears on the LCD.
- No printing on the receiving side
 1. Make sure that documents for transmission are set face down in your facsimile unit.
 2. Make sure that the recording paper roll is properly loaded in the remote receiving unit.
- Print quality differs significantly between the sending and receiving sides.
 1. Make a copy of the transmitted document on your facsimile unit, and compare it with the original. If any remarkable difference is found, a problem exists in your machine.
- Document does not come out.
 1. See if the message "DOCUMENT JAM" is displayed on the LCD.

- No reception
 1. See if the message "NO PAPER" or "PAPER JAM" is displayed on the LCD.
 2. Check that the remote facsimile unit conforms to the communication standard (G3, G2).
- No printing on the received copy
 1. Make sure that the recording paper roll ⑪ is properly loaded in your facsimile unit.
 2. Make sure that documents for transmission are set face down in the remote facsimile unit.
- Defective printing on received copy
 1. Make a copy of the transmitted document on your facsimile. If the same failure occurs again, a problem exists in the receiving machine.
- Low contrast on received copy
 1. The recording head ⑫ may be dirty. (Clean the recording head ⑫.) See page 110.
 2. Make sure the proper recording paper is used.
- Polling reception is impossible.
 1. Make sure that documents are set in the remote facsimile unit.
 2. If the remote facsimile unit is not G3 type or does not have the polling function, polling is impossible.
 3. Make sure that your passcode has been registered in the remote facsimile unit when the remote facsimile unit has the polling security function.
(The remote receiving unit of another make may differ from your facsimile unit in the polling security function.)
- Polling transmission is impossible
 1. Make sure that documents are set in your facsimile unit.
 2. If the remote facsimile unit is not G3 type or does not have the polling function, polling is impossible.
 3. Make sure that the remote facsimile unit has the polling security function
(Even when the remote facsimile unit does not have the polling security, transmission can be made unconditionally after canceling the polling security function in your machine.)
 4. If transmission reservation has been set, polling transmission is impossible.

- Recording paper does not come out.
 1. See if the error message "NO PAPER" or "PAPER JAM" appears on the LCD.
 2. Make sure that the recording paper roll is properly loaded in your facsimile unit. (Open the paper compartment cover ❸ to check.)
- The communication error is displayed on the LCD.
 1. This indicates that transmission or reception was not performed normally. Press the STOP/C key, and do transmission or reception operation again.
- Message "NO PAPER" is displayed on the LCD.
 1. Load a new recording paper roll.
- Message "PAPER JAM" is displayed on the LCD.
 1. Open the paper compartment cover ❸, and remove the jammed paper.
- Message "DOCUMENT JAM" is displayed on the LCD.
 1. Press the STOP/C key, and then press the START/COPY key so that document comes out.
 2. If jam can not be removed in Step 1 above, open the machine, and remove the jammed document. (Refer to p. 115.)

If trouble persists, call your dealer for service.

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